



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
Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
JUNE 21, 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 7:00P.M.
- 1.3 Roll call vote taken showed 3 members present: Chairman Robert Plamondon (RP), Vice-Chairman Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT).
- 1.4 There were no Chairman's additions or deletions.
- 1.5 NT moved to approve the meeting minutes for May 24, 2011. SL seconded. Unanimous vote.

II. APPOINTMENTS/HEARINGS

- 2.1 7:05P.M. Executive Session, RE: Contract Negotiations and Collective Bargaining.
NT moved to enter into executive session at 7:05P.M. for contract negotiations and collective bargaining under exemption 1 & 3. SL seconded. Roll call vote SL (YES), NT (YES), RP (YES).

The Board returned to open session at 7:18PM.

NT moved to extend and execute the Police Chief's Contract. SL seconded. Unanimous vote.

- 2.2 8:00P.M. School Committee Representatives, RE: Spaulding School Roof Presentation

RP moved to address all other meeting business before 2.2 scheduled at 8:00P.M.
With all meeting business finished; RP moved to recess the meeting until 8:00P.M.

RP moved to call the meeting back to order at 8:00PM. The Board welcomed Jeff D'Amico, the owner's project manager (OPM) selected by the North Middlesex Regional School District and the Town to assist with the school roof repair and the regulations and processes of the MSBA (Massachusetts School Building Authority). An agenda was presented to the Board and audience with a list of topics to be discussed and reviewed - see attached. Mr. D'Amico informed the Board the Feasibility Study was done by Russo-Barr Associates - see attached. Discussion included: repairs to be

done on the building; roof structure; the MSBA process; expedited schedule requirements/deadlines to be met; feasibility study and associated cost estimates; bidding process; and role of the building committee. A discussion of the materials to be used generated much debate over whether slate or asphalt shingles should be used. Other topics included ventilation and code issues and reimbursement schedules. After much discussion and in conjunction with the Finance Committee, all parties agreed to ask for highest cost at Town Meeting. NT moved to submit to Town Meeting the amount of \$1,281,987.00. SL seconded. Unanimous vote.

III. MEETING BUSINESS:

3.1 Property & Casualty Insurance, RE: Notice of Renewal and savings.

Mr. Sheehan reminded the Board that the Town recently solicited proposals for general liability and property and casualty insurance. He outlined the bidding processed used. He informed the Board that four quotes were received from three brokers/carriers and all were within about \$20,000 of each other. The quote received by the Town's current broker, Bruce Haman, was the lowest responsive and responsible proposals. If the Town stays with the same coverage there will be a savings of about \$60,000 in FY12. Because of the savings he will be looking at restoring some coverage that was eliminated in the past. He explained the award will be a renewal, therefore no action is needed from the Selectmen. The Board expressed its great pleasure with the results and noted the benefits of competitive bidding.

3.2 NT moved to approve Albert J. Atwood Worthy Trust Fund requested as recommended by the Abram S. French Fund Committee in the amount of \$1,000.00. SL seconded. Unanimous vote.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

4.1 NT moved to appoint Jeff Cormier and Rich Carlson as Lieutenants for the Townsend Fire-EMS Department for a term to expire June 30, 2011. SL seconded. Unanimous vote.

4.2 Spaulding School Building Committee - Appointment of Members

NT recused himself from the discussion and vote. RP moved to appoint Randee Rusche, Mark Mercurio, Andrew Sheehan, Nicholas Thalheimer, and Rich Carlson to the Spaulding Memorial School Building Committee to oversee the roof project at that school. SL seconded. The motion passed 2-0-1.

4.3 Annual Appointments: Vote annual appointments to respective positions for the terms specified as described on the Attachment for Appointment List.

Mr. Sheehan informed the Board of a correction to the attached list. The Alternate Representative appointment to MRPC should be Laura Shifrin and not Chris Jones. NT moved to appoint the following individuals to their respective positions for the terms specified and described on the attached appointment list with the change to Laura Shifrin as the alternate Representative to the MRPC as noted on page 3 of the list of appointments. SL seconded. Unanimous vote.

V. WORK SESSION:

5.1 Board of Selectmen Representative Updates/Reports.

RP announced the date of the Special Town Meeting. RP asked Mr. Sheehan to explore the possibility of amending the current bylaw for unregistered vehicles.

5.2 Town Administrator Report/Reminders

Mr. Sheehan reminded the Board of the June 28 presentation by the Energy Committee regarding the Town's goal of becoming a green community and information about the stretch code and its implications. Mr. Sheehan informed the Board of the upcoming ZipTrip by the Fox25 news on July 15, 2011. In addition Mr. Sheehan expressed appreciation to Roger Rapoza and the staff at the Cemetery & Parks Department for the work done at the Riverside Cemetery. Mr. Sheehan gave the Board an update on the progress and opening of the Devens Household Hazardous Waste Center.

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.

VI. ADJOURNMENT:

RP moved to adjourn the meeting at 9:14P.M. SL seconded. Unanimous vote.

Vote to release minutes of June 21, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA
JUNE 21, 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 Call the meeting to order.
- 1.3 Roll call.
- 1.4 Chairman's Additions or Deletions.
- 1.5 Review/Approve Meeting Minutes for May 24, 2011.

II. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Executive Session, RE: Contract Negotiations and Collective Bargaining.
- 2.2 8:00P.M. School Committee Representatives, RE: Spaulding School Roof Presentation. The design team will be present to discuss the project and cost estimate; Finance Committee has also been invited

III. MEETING BUSINESS:

- 3.1 Property & Casualty Insurance, RE: Notice of Renewal and savings.
- 3.2 Approve Albert J. Atwood Worthy Trust Fund requested as recommended by the Abram S. French Fund Committee.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint Jeff Cormier and Rich Carlson as Lieutenants for the Townsend Fire-EMS Department for a term to expire June 30, 2011.
- 4.2 Appoint Randee Rusch, Mark Mercurio, Andrew Sheehan, Nicholas Thalheimer, and Rich Carlson to the Spaulding Memorial School Building Committee.
- 4.3 Annual Appointments: Vote annual appointments to respective positions for the terms specified as described on the Attachment for Appointment List.

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. ADJOURNMENT: