



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

Robert Plamondon, *Chairman*
Andrew Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

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SELECTMEN'S MEETING MINUTES
JULY 5, 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 7:03P.M.
- 1.3 Roll call vote taken showed 2 members present: Chairman Robert Plamondon (RP) and Clerk Nicholas Thalheimer (NT). Absent: Vice-Chair Sue Lisio (SL).
- 1.4 There were no Chairman's additions or deletions.
- 1.5 NT moved to approve the meeting minutes for June 7, 2011. RP seconded. Unanimous vote. NT moved to approve the meeting minutes for June 21, 2011. RP seconded. Unanimous vote. NT moved to table the meeting minutes for June 27, 2011.

II. MEETING BUSINESS:

- 2.1 Review/Approve request for special stipend per the Police Chief's contract.
The Board reviewed the request from the Chief for vacation buy back. NT moved to approve the request for the special stipend per the Police's Chief's contract. RP seconded. Unanimous vote.
- 2.2 Authorize the Town Administrator to send letter of support for M.R.P.C.'s grant application to update the Pre-Disaster Mitigation Plan to produce a Multi-Jurisdictional Hazard Mitigation Plan for the Montachusett Region.
The Board reviewed the draft letter as attached. The Town Administrator, Andrew Sheehan clarified the letter was for support of the M.R.P.C. to apply for funding to update the plan. NT moved to authorize the Town Administrator to send a letter of support for M.R.P.C.'s grant application to update the Pre-Disaster Mitigation Plan to produce a Multi-Jurisdictional Hazard Mitigation Plan for the Montachusett Region. RP seconded. Unanimous vote.
- 2.3 NT moved to approve a one-day liquor license application for Norman Richard in conjunction with a "Testimonial" to be held on July 9, 2011. RP seconded. Unanimous vote.
- 2.4 NT moved to approve a one-day liquor license application for Norman Richard in conjunction with a "Family Reunion" to be held on July 16, 2011. RP seconded. Unanimous vote.
- 2.5 NT moved to approve a one-day liquor license application for Norman Richard in conjunction with a "Birthday Party" to be held on July 23, 2011. RP seconded. Unanimous vote.
- 2.6 Review/Approve Municipal Relief Transfers for FY11.
The Board reviewed the transfer request from the Tax Collector - see attached.

NT moved to approve the municipal relief transfer as outlined in agenda item 2.6. RP seconded. Unanimous vote.

2.7 Review/Approve request to increase authorization for the Board of Health Revolving Account.

Andrew Sheehan explained Town Meeting authorized the Board of Health to expend up to \$18,000.00 in FY11. Under the statute an additional amount can be authorized with the approval of the Board of Selectmen and the Finance Committee. Mr. Sheehan informed the Board that an additional \$1,000.00 is needed for expenses at the landfill. NT moved to approve increasing the authorization for the Board of Health Revolving Account by \$1,000.00 for FY11 to a total of \$19,000.00. RP seconded. Unanimous vote.

2.8 Award Contract with Volta Oil Company for diesel fuel and no-lead gasoline through June 30, 2012, with option to renew in FY 2013 and FY 2014.

Mr. Sheehan informed the Board that Pepperell was the lead town in the Pepperell/Ashby/Townsend regional bid for FY12. Each year a different town does the bidding/procurement process.

NT moved to award a contract to Volta Oil Company for diesel fuel and no-lead gasoline through June 30, 2012 with an option to review in FY13 and FY14. RP seconded. Unanimous vote.

2.9 Award Contract with Shattuck Oil Company for #2 fuel oil through June 30, 2012, with option to renew in FY 13 and FY 14.

NT moved to award a contract to Shattuck Oil Company for #2 fuel oil through June 30, 2012 with an option to renew in FY13 and FY14. RP seconded. Unanimous vote.

III. WORK SESSION:

3.1 Board of Selectmen Representative Updates/Reports.

There were no updates or reports.

3.2 Town Administrator Report/Reminders

Mr. Sheehan informed the Board a parcel of land consisting of approximately 70 acres on Townsend Hill has been purchased by the Division of Fisheries & Wildlife. Mr. Sheehan gave an update on the new health insurance plan design and state budget numbers and reminded everyone of the Fox 25 Zip Trip coming to Townsend on July 15, 2011.

3.3 NT moved to review and sign the payroll warrant outside of the meeting. RP seconded.

Unanimous vote.

3.4 NT moved to review and sign the bills payable warrant outside of the meeting. RP seconded.

Unanimous vote.

IV. ADJOURNMENT:

RP moved to adjourn the meeting at 7:20P.M. NT seconded. Unanimous vote.

Vote to release minutes of July 5, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA
JULY 5, 2011 - 7:00 P.M.
Selectmen's Meeting Chambers

V. 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 June 7, 2011, June 21, 2011, and June 27, 2011.

VI. MEETING BUSINESS:

- 2.1 Review/Approve request for special stipend per the Police Chief's contract.
- 2.2 Authorize the Town Administrator to send letter of support for M.R.P.C.'s grant application to update the Pre-Disaster Mitigation Plan to produce a Multi-Jurisdictional Hazard Mitigation Plan for the Montachusett Region.
- 2.3 Review/Approve one-day liquor license application, RE: Norman Richard in conjunction with a "Testimonial" to be held on July 9, 2011.
- 2.4 Review/Approve one-day liquor license application, RE: Norman Richard in conjunction with a "Family Reunion" to be held on July 16, 2011.
- 2.5 Review/Approve one-day liquor license application, RE: Norman Richard in conjunction with a "Birthday Party" to be held on July 23, 2011.
- 2.6 Review/Approve Municipal Relief Transfers for FY11.
- 2.7 Review/Approve request to increase authorization for the Board of Health Revolving Account
- 2.8 Award Contract with Volta Oil Company for diesel fuel and no-lead gasoline through June 30, 2012, with option to renew in FY 2013 and FY 2014.
- 2.9 Award Contract with Shattuck Oil Company for #2 fuel oil through June 30, 2012, with option to renew in FY 13 and FY 14.

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.

VIII. ADJOURNMENT: