



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**  
**JULY 19, 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 7:01 P.M.
- 1.3 Roll call vote taken showed 3 members present: Chairman Robert Plamondon, (RP) and 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 June 27, 2011. SL seconded. 2-0-1 (BP).  
vote. NT moved to approve the meeting minutes for July 5, 2011. SL seconded. 2-0-1 (SL).  
NT moved to approve the meeting minutes July 12, 2011. SL seconded. 2-0-1 (SL).

**II. APPOINTMENTS /HEARINGS**

- 2.1 7:05 P.M. Public Hearing, RE: Telephone Pole on West Elm Street.  
RP opened the public hearing at 7:06 P.M. NT read the legal notice into the record - see attached. A sign-in sheet was circulated to the audience. RP verified receipt of abutters list. The Board reviewed the application with Unutil Representative James Dee. RP queried the audience for support or opposition to the pole petition. There was neither support nor opposition to the project. NT moved to approve the application for installation of a new jointly owned mid-span pole between electric pole #37, telephone pole #36, telephone pole #37 on West Elm Street in Townsend. NT amended motion to include providing payment received for the hearing from Verizon. SL seconded. Unanimous vote.
- 2.2 7:15 P.M. Energy Committee, RE: Green Community Action Plan Presentation.  
Marianne Graham, Sr. Associate for ICF International, met with the Selectmen to review the draft Green Communities action plan. Ms. Graham explained her firm was contracted by the Mass. Dept. of Energy Resources (DOER) to provide technical assistance and guidance to Townsend. Ms. Graham walked the Board through a PowerPoint presentation outlining the goals and additional steps the town would need to take to become designated - see attached. Discussion included: outline of the Green Committees Act, acceptance of the 5 criteria, grant awards for designated communities, and the action plan. Board of Selectmen to vote the action plan at a later date after final review and changes.

### 2.3 7:30P.M. Water Commissioners, RE: Town Counsel Opinion

Paul Rafuse, Water Superintendent and Water Commissioners, Jack Caten and Fran McNamara met with the Selectmen to discuss a proposed pay increase for a Water Department employee who recently passed a certification. Discussion included: the Water Department's disagreement and dispute with Town Counsel's opinion, prior legal opinions, past practices, history of classification matrix, funds appropriated at previous town meeting, Water Department policies & procedures, and appointing authority. The Board of Selectmen remained steadfast that it would not support the pay raise until the completion of the classification and compensation plan. The Water Department declared their intention to file a complaint with the Attorney General and Bar Association over Kopelman & Paige.

## **III. MEETING BUSINESS:**

### 3.1. Set date for the fall Special Town Meeting and set date for close of warrant.

NT moved to set the date of October 25, 2011 for the Special Town Meeting with the closing date of September 23, 2011 for the warrant articles. SL seconded. Unanimous vote.

### 3.2 Review/Approve contracts for energy efficiency upgrades at the West Townsend Reading Room and West Townsend Fire Station.

Mr. Sheehan reported that bids received last week exceeded the amount of the grant. He announced his intention to cancel the procurement and send the project back out to bid.

### 3.3 Review/Approve contract for M.R.P.C. to administrator the FY11 Limited Housing Rehabilitation Program.

The Board reviewed the application as attached. NT moved to approve the contract for MRPC to administer the FY11 limited housing rehabilitation program. SL seconded. Unanimous vote.

### 3.4 Review/Approve Chapter 90 Project Request as submitted by Ed Kukkula, Highway Superintendent for the following work to be completed:

1. Reclaim and resurface approximately 1,100 feet of Townsend Hill Road with additional drainage improvements in the amount of \$47,105.00.
2. Reclaim and resurface Greenville Road from the New Hampshire border south for 1,600 feet with improved drainage in the amount of \$78,000.00.

The Board reviewed the requests - see attached. NT moved to approve the chapter 90 project request to reclaim and resurface approximately 1,100 feet of Townsend Hill Road with additional drainage improvements in the amount of \$47,105.00. SL seconded. Unanimous vote.

NT moved to approve the chapter 90 project request to reclaim and surface Greenville Road from the New Hampshire border south for 1,600 feet with improved drainage in the amount of \$78,000.00. SL seconded. Unanimous vote.

### 3.5 NT moved to approve an application for permit to Cross, Alter, and/or Construct within a Town Way for CATV Construction Inc., on Ash Street as submitted and approved by Ed Kukkula, Highway Superintendent. SL seconded. Unanimous vote.

### 3.6 NT moved to approve an application for permit to Cross, Alter, and/or Construct within a Town Way for Unutil on West Elm Street as submitted and approved by Ed Kukkula,

Highway Superintendent. SL seconded. Unanimous vote.

3.7 NT moved to approve an application for permit to Cross, Alter, and/or Construct within a Town Way for Abandon Gas Service on Canal Street as submitted and approved by Ed Kukkula, Highway Superintendent. SL seconded. Unanimous vote.

3.8 Meals Tax: Discuss Finance Committee's request to include adoption of local option meals tax on Fall Town Meeting warrant.

Mr. Sheehan reported that the Finance Committee wants to include the meals tax on the Special Town Meeting. The Finance Committee is asking for the Selectmen to allow placement of the article on the warrant, but is not asking for the Board of Selectmen's sponsorship or endorsement. Andrea Wood of the Finance Committee was in attendance. The Selectmen unanimously felt the voters should have the opportunity to vote on the meals tax and agreed to include the article on the warrant.

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

4.1 NT moved to appoint Janet Wesson to the Council on Aging for a term effective July 14, 2011 to June 30, 2012. SL seconded. Unanimous vote.

4.2 NT moved to appoint the following as Special Police Officers to the Townsend Police Department effective July 1, 2011 to June 30, 2012:

##### **LUNENBURG POLICE DEPARTMENT**

Daniel F. Bourgeois, Chief  
James P. Marino, Lieutenant  
Thomas Gammel, Sergeant  
Stanley W. Barney, Sergeant  
Ernest E. Gould III, Sergeant  
Patrick Barney, Officer  
Sean J. Connery, Officer

Charles P. Deming, Jr. Det/Ptl  
Robert D. DiConza, Officer  
Jack A. Hebert, Officer  
Michael F. Luth, Officer  
Jason P. Poitras, Officer  
Omar A. Connor, Officer  
Sean Zrate, Officer

##### **RESERVE OFFICERS**

Robert J. Ayles, Officer  
Alphonse J. Baron, Officer  
Walter C. Godfrey, Officer  
Michael Connors, Officer  
Lisa M. Larkin, Officer  
Joshua B. Tocci, Officer

Donald A. Letarte, Officer  
Linda C. Carrier, Officer  
Paul G. Grunditz, Officer  
Daniel Gould, Officer  
Paul B. Porter, Officer

SL seconded. Unanimous vote.

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

5.1 Board of Selectmen Representative Updates/Reports.

RP gave an overview of the events at the Fox Zip Trip.

5.2 Town Administrator Report/Reminders

Mr. Sheehan updated the Board on the progress of the classification/compensation process, update of the Spaulding Building Committee and rates of reimbursement for the roof project, and an update of the FY12 State budget and health care reform.

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. ADJOURNMENT:**

RP moved to adjourn the meeting at 9:30P.M. NT seconded. Unanimous vote.

Vote to release minutes of July 19, 2011 taken at the meeting held on \_\_\_\_\_, 2011.

**SELECTMEN'S MEETING AGENDA**  
**JULY 19, 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.
- 1.5 Review/Approve Meeting Minutes for June 27, 201, July 5, 2011, and July 12, 2011.

**VIII. APPOINTMENTS /HEARINGS**

- 2.1 7:05P.M. Public Hearing, RE: Telephone Pole on West Elm Street
- 2.2 7:15P.M. Energy Committee, RE: Green Community Action Plan Presentation
- 2.3 7:30P.M. Water Commissioners, RE: Town Counsel Opinion

**IX. MEETING BUSINESS:**

- 3.1. Set date for the fall Special Town Meeting and set date for close of warrant. Recommended date for Special Town Meeting is 10/25/11 with a closing date of 9/23/11
- 3.2 Review/Approve contracts for energy efficiency upgrades at the West Townsend Reading Room and West Townsend Fire Station.
- 3.3 Review/Approve contract for M.R.P.C. to administrator the FY11 Limited Housing Rehabilitation Program.
- 3.4 Review/Approve Chapter 90 Project Request as submitted by Ed Kukkula, Highway Superintendent for the following work to be completed:
  3. Reclaiming/resurfacing approximately 1,100 feet of Townsend Hill Road with additional drainage improvements in the amount of \$47,105.00.
  4. Reclaiming/resurfacing Greenville Road beginning at the New Hampshire border and heading south for 1,600 feet with improved drainage in the amount of \$78,000.00.
- 3.5 Review/Approve application for permit to Cross, Alter, and/or Construct within a Town Way for CATV Construction Inc., on Ash Street as submitted and approved by Ed Kukkula, Highway Superintendent.
- 3.6 Review/Approve application for permit to Cross, Alter, and/or Construct within a Town Way for Unitil on West Elm Street as submitted and approved by Ed Kukkula, Highway Superintendent.
- 3.7 Review/Approve application for permit to Cross, Alter, and/or Construct within a Town Way for Abandon Gas Service on Canal Street as submitted and approved by Ed Kukkula, Highway Superintendent
- 3.8 Meals Tax: Discuss Finance Committee's request to include adoption of local option meals tax on Fall Town Meeting warrant

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

- 4.1 Appoint Janet Wesson to the Council on Aging for a term effective July 14, 2011 to June 30, 2012.
- 4.2 Appoint the following as Special Police Officers to the Townsend Police Department effective

July 1, 2011 to June 30, 2012:

**LUNENBURG POLICE DEPARTMENT**

Daniel F. Bourgeois, Chief  
James P. Marino, Lieutenant  
Thomas Gammel, Sergeant  
Stanley W. Barney, Sergeant  
Ernest E. Gould III, Sergeant  
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Paul G. Grunditz, Officer  
Daniel Gould, Officer  
Paul B. Porter, Officer

**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. ADJOURNMENT:**