



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
August 16, 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 7:01P.M. Roll call vote show 2 members present: Chairman Robert Plamondon, (RP) Vice-Chair Sue Lisio (SL). Clerk Nicholas Thalheimer was absent.
- 1.3 There were no Chairman's additions or deletions.
- 1.4 SL moved to approve the meeting minutes for July 19, 2011. RP seconded. Unanimous vote. SL moved to accept to the meeting minutes for August 2, 2011. RP seconded. Unanimous vote.
- 1.5 SL moved to exclude approval of the minutes for February 1, 2010. SL moved to approve and release the executive session minutes for May 4, 2010 and August 3, 2010. RP seconded. Unanimous vote.
- 1.6 SL moved to exclude executive session minutes of May 11, 2010 and February 15, 2011 from the vote. SL moved to approve but not release the executive session minutes for May 18, 2010, June 22, 2010, July 6, 2010, July 20, 2010, November 9, 2010, November 23, 2010, March 1, 2011, August 2, 2011. RP seconded. Unanimous vote.

II. APPOINTMENTS /HEARINGS

- 2.1 Controlled burns at State Forests: Chief Don Klein, District Fire Warden Rob Johnson, District Fire Chief Celino, Forester Chuck Perna will discuss the State's plans to conduct controlled burns on State forest lands.
The Board met with Fire-EMS Chief, Don Klein and District Warden, Rob Johnson for an informative session regarding planned burns for the State's forests. Mr. Johnson presented the Board with a packet titled, "Forest Fire Control and Forestry Hazard Fuels Management 2011 Townsend State Forest" - see attached. Discussion included: control responsibilities, wildland fire suppression, State agencies involved with permitting process, concerns over wildlife, Townsend's fire history, and local fire department training opportunities.

III. MEETING BUSINESS:

- 3.1 SL moved to approve a one-day liquor license application for Norman Richard in conjunction with a Wedding Reception to be held on August 20, 2011. RP seconded. Unanimous vote.

- 3.2 SL moved to approve a one-day liquor license application for Norman Richard in conjunction with a 40th Birthday to be held on August 27, 2011. RP seconded. Unanimous vote.
- 3.3 SL moved to approve an application of Unitil for permit to Cross, Alter, and/or Construct within a Town Way to excavate and install a gas service at 460 Main Street with service entering from the Fitchburg Road side of the property as submitted and approved by Ed Kukkula, Highway Superintendent. RP seconded. Unanimous vote.
- 3.4 SL moved to approve an application of Unitil for permit to Cross, Alter, and/or Construct within a Town Way to excavate and install a gas service at 264 Dudley Road with service entering from the Canal Street side of the property. Application has been submitted and approved by Ed Kukkula, Highway Superintendent. RP seconded. Unanimous vote.
- 3.5 Invitation to Association of Town Finance Committees 2011 Annual Meeting, October 15, 2011, 9AM-3PM, Franklin, MA.
Mr. Sheehan informed the Board of the upcoming meeting and inquired if any members were interested in attending.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

No appointments

V. WORK SESSION:

5.1 *Board of Selectmen Representative Updates/Reports.*

There were no updates or reports.

5.2 *Town Administrator Report/Reminders*

Mr. Sheehan updated the Board on various topics to include: rate increase and management plan for Unitil and the Board's request to meet with Unitil's arborist regarding tree trimming program, update on energy efficiency projects for the West Townsend Fire Station and the West Townsend Reading Room, vacancies on the Energy and Spaulding School Committees, and FY13 budget process and time-line.

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

Unanimous vote.

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

Unanimous vote.

VI. ADJOURNMENT:

RP moved to adjourn the meeting at 7:45P.M. SL seconded. Unanimous vote.

Vote to release minutes of August 16, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA
August 16, 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 to order and roll call.
- 1.3 Chairman's Additions or Deletions.
- 1.4 Review/Approve Meeting Minutes: July 19, 2011 and August 2, 2011
- 1.5 Executive Session minutes: approve and release: May 4, 2010, August 3, 2010, February 1, 2011
- 1.6 Executive Session minutes: approve and not release: May 11, 2010, May 18, 2010, June 22, 2010, July 6, 2010, July 20, 2010, November 9, 2010, November 23, 2010, February 15, 2011, March 1, 2011, August 2, 2011

VIII. APPOINTMENTS /HEARINGS

- 2.1 Controlled burns at State Forests: Chief Don Klein, District Fire Warden Rob Johnson, District Fire Chief Celino, Forester Chuck Perna will discuss the State's plans to conduct controlled burns on State forest lands

IX. MEETING BUSINESS:

- 3.1 Review/Approve one-day liquor license application for Norman Richard in conjunction with a Wedding Reception to be held on August 20, 2011.
- 3.2 Review/Approve one-day liquor license application for Norman Richard in conjunction with a 40th Birthday to be held on August 27, 2011.
- 3.3 Review/Approve application of Unutil for permit to Cross, Alter, and/or Construct within a Town Way to excavate and install a gas service at 460 Main Street with service entering from the Fitchburg Road side of the property. Application has been submitted and approved by Ed Kukkula, Highway Superintendent.
- 3.4 Review/Approve application of Unutil for permit to Cross, Alter, and/or Construct within a Town Way to excavate and install a gas service at 264 Dudley Road with service entering from the Canal Street side of the property. Application has been submitted and approved by Ed Kukkula, Highway Superintendent.
- 3.5 Invitation to Association of Town Finance Committees 2011 Annual Meeting, October 15, 2011, 9AM-3PM, Franklin, MA

X. APPOINTMENTS OF PERSONNEL/OFFICIALS:

No appointments

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.

ADJOURNMENT: