



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**  
**SEPTEMBER 27, 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 2 members present: Chairman Robert Plamondon (RP), Vice-Chair Sue Lisio (SL) and absent: Clerk Nicholas Thalheimer (NT).
- 1.4 There were no Chairman's additions or deletions.
- 1.5 Review/Approve meeting minutes for May 18, 2010, August 30, 2011, and September 20, 2011.  
SL moved to approve the meeting minutes for May 18, 2010. RP seconded.  
Unanimous vote. SL moved to approve the meeting minutes for August 30, 2011. RP seconded. Unanimous vote.

**II. APPOINTMENTS /HEARINGS**

- 2.1 John DiNapoli, Municipal & Communities Service Manager for Unitil, RE: General Operations and Hurricane Irene Storm Response.  
The Board met with John DiNapoli, Unitil's Municipal Representative, to discuss emergency preparedness and storm operations. Discussion topic (s) included: budget for tree trimming and storm preparedness, rate increases, Unitil's service area in Massachusetts includes Townsend, Ashby, Lunenburg and Fitchburg, emergency response operations and call command center, protocols currently in place, relationships with public safety officials and Unitil, and future meeting (s) for feedback and to discuss ideas for improvement.

**III. MEETING BUSINESS:**

- 3.1 Discussion of the Special Town Meeting scheduled for October 25, 2011.  
Andrew Sheehan, Town Administrator suggested rescheduling the town meeting for November 15<sup>th</sup> so the job descriptions/matrix classification would be complete and for the additional local aid to be received. The Board agreed to re-schedule the meeting and will review the warrant articles at a future meeting/work session. SL moved to open the Special Town Meeting warrant until September 30, 2011 at noon. RP seconded. Unanimous vote. RP announced the date of the Special Town Meeting will be changed from October 25, 2011 to November 15, 2011.

- 3.2 Review/Approve contract for the purchase of a new ambulance for the FIRE-EMS Department.  
Fire-EMS Chief Don Klein met with the Board. He briefly explained the bidding process for the new ambulance approved in the capital plan at the 2011 Annual Town Meeting. The Board reviewed the R.F.P. and recommended award letter – please see attached. SL moved to accept the bid on the ambulance for 48,000 to be paid in FY12 with financing to be arranged for the balance with Bulldog Fire Apparatus/Braun Ambulances. RP seconded. Unanimous vote.
- 3.3 Review/Approve contract for Engineering Services in the amount of \$20,873.00 to implement SCADA system for the Townsend Water Department.  
The Board reviewed the contract – please see attached. SL moved to approve the contract for Engineering Services in the amount of \$20,873.00 to implement the SCADA system for the Townsend Water Department. RP seconded. Unanimous vote.
- 3.4 Review/Approve contract to clean, inspect, and redevelop well at Witch’s Brook Pump Station #1 in the amount of \$10,746.25 for the Townsend Water Department.  
The Board reviewed the contract – please see attached. SL moved to approve the contract to clean, inspect, and redevelop well at Witch’s Brook Pump Station #1 with Denis L. Maher Co., in the amount of \$10,746.25 for the Townsend Water Department. RP seconded. Unanimous vote.
- 3.5 Review/vote to adopt An Act Relative to Municipal Relief, Statewide Public Works Municipal Mutual Aid Chapter 40 Section 4k in accordance with Chapter 188 of the Acts of 2010.  
The Board reviewed – please see attached. SL moved to adopt an Act Relative to Municipal Relief for Statewide Public Works Municipal Aid, Chapter 40, Section 4K of Chapter 188 of the Acts of 2010. RP seconded. Unanimous vote.
- 3.6 Mandatory Referral, Planning Board, RE: Proposed Zoning Bylaw Amendments.  
After review of the referral – see attached, the Board agreed to send no comment.
- 3.7 Announce notice of vacancy for two Townsend representatives to the Nashoba Valley Technical High School District School Committee.  
SL suggested sending a letter to the Committee members for their service; in addition SL encouraged the residents of Townsend to consider volunteering to fill the vacancies.
- 3.8 Update/Report on the Merrimack Special Education Collaborative and Merrimack Education Center.  
Andrew Sheehan informed the Board he attended a meeting with Supt. Maureen Marshall, the Town Administrators from Pepperell and Ashby, and School Committee Chairperson Susan Robbins. Mr. Sheehan informed the Board the Town would be receiving a written response from the School Committee explaining their response to the investigation and their plans moving forward. .

#### **IV. WORK SESSION:**

##### 4.1 Board of Selectmen Representative Updates/Reports.

RP announced the Annual Gregory Reeves Race would be held on October 8, 2011 and encouraged everyone to come out for the event.

4.2 Town Administrator Report/Reminders

Andrew Sheehan informed the Board the original plans for the Wheeler Bridge had a no left turn restriction, however the Police Chief is working with Mass Highway to have the plan revised. Mr. Sheehan gave a status report of the repair to the roof at Spaulding Memorial School.

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

Unanimous vote.

4.4 SL moved to sign the bills payable warrant outside of the meeting. RP seconded. Unanimous vote.

RP moved to adjourn the meeting at 8:10P.M. SL seconded. Unanimous vote.

Vote to release minutes of September 27, 2011 taken at the meeting held on \_\_\_\_\_, 2011.

**SELECTMEN'S MEETING AGENDA**  
**SEPTEMBER 27, 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 May 18, 2010, August 30, 2011, and September 20, 2011

**VI. APPOINTMENTS /HEARINGS**

- 2.1 John DiNapoli, Municipal & Communities Service Manager for Unitil, RE: General Operations and Hurricane Irene Storm Response.

**VII. MEETING BUSINESS:**

- 3.1 Discussion of the Special Town Meeting scheduled for October 25, 2011.
- 3.2 Review/Approve contract for the purchase of a new ambulance for the FIRE-EMS Department.
- 3.3 Review/Approve contract for Engineering Services in the amount of \$20,873.00 to implement SCADA system for the Townsend Water Department.
- 3.4 Review/Approve contract to clean, inspect, and redevelop well at Witch's Brook Pump Station #1 in the amount of \$10,746.25 for the Townsend Water Department.
- 3.5 Review/vote to adopt An Act Relative to Municipal Relief, Statewide Public Works Municipal Mutual Aid Chapter 40 Section 4k in accordance with Chapter 188 of the Acts of 2010
- 3.6 Mandatory Referral, Planning Board, RE: Proposed Zoning Bylaw Amendments.
- 3.7 Announce notice of vacancy for two Townsend representatives to the Nashoba Valley Technical High School District School Committee
- 3.8 Update/Report on the Merrimack Special Education Collaborative and Merrimack Education Center

**VIII. WORK SESSION:**

- 4.1 *Board of Selectmen Representative Updates/Reports.*
- 4.2 *Town Administrator Report/Reminders*
- 4.3 Review/Sign Payroll Warrant.
- 4.4 Review/Sign Bills Payable Warrant.