



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

Robert Plamondon, *Chairman*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*

Andrew Sheehan,  
*Town Administrator*

Office (978) 597-1700  
Fax (978) 597-1719

**SELECTMEN'S MEETING MINUTES**  
**OCTOBER 11, 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.
- 1.3 Roll call vote taken showed 3 members present: Chairman Robert Plamondon, (RP) Vice-Chair Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT)
- 1.4 RP moved to add 4.3: Appoint an Assistant Tax Collector/Treasurer.
- 1.5 NT moved to approve the meeting minutes for September 20, 2011. SL seconded.  
Unanimous vote.

**II. APPOINTMENTS /HEARINGS**

- 2.1 7:05 Board of Water Commissioners and Water Superintendent Paul Rafuse request a determination that a water storage tank mixing system is exempt from the requirements of the Capital Planning Bylaw because it constitutes an emergency pursuant to C. 14, s. 14-1.E, par. 2 of the Capital Planning Bylaw.

The Water Department did not attend the meeting with the Board of Selectmen.

**III. MEETING BUSINESS:**

- 3.1. Special Town Meeting: Review of warrant articles with departments, boards, and committees. The Board reviewed the warrant - see attached. Discussion topics included: Hart Library building oversight, dog bylaw and changes, free cash estimates, matrix classification funding, web development cost and annual fee. Mr. Sheehan informed the Board; Christine Clish, COA Director will be attending the October 25, 2011 for discussion of article 9. In reviewing article 10 (local option meals tax) the Selectmen voted to not support the article. NT moved to oppose Article 10. SL seconded. Unanimous vote. Other article discussion: Green Communities Designation, adoption of the stretch code, Planning Board articles, and the unregistered vehicle bylaw. Articles 25, 26, 27, & 28 (see attached) were reviewed; RP moved to delete articles 25, 26, 27, & 28. There was no second on the motion. SL suggested waiting until the Water Department meets with the Selectmen in order to understand the requests. The Board asked Mr. Sheehan to obtain Town Counsel's opinion on article 25 for discussion at the next Selectmen's meeting.
- 3.2 Review/Approve Highway Department C. 90 Project Request and Environmental Punch List for survey and estimates to bring Rte. 13 up to minimum design standards.

The Board reviewed the project request – see attached. NT moved to approve the Highway Department Chapter 90 request and Environmental punch list for survey and estimates to bring Route 13 up to minimum design standards. SL seconded. Unanimous vote.

- 3.3 Mandatory referral from Planning Board for renewal of a Special Permit for an existing wireless telecommunications facility at 60 Warren Road.

The Board reviewed the referral as attached. NT moved to send no comment. SL seconded. Unanimous vote.

- 3.4 Review notice from North Middlesex Regional School District relative to a modification to the NMRSD FY2012 budget. The proposed modification has no effect on the Town's assessment.

The Board reviewed the attached letter. The Board took no action relative to the correspondence.

- 3.5 Update on the Merrimack Special Education Collaborative and Merrimack Education Center  
Mr. Sheehan informed the Board a written response regarding the issue is expected from the North Middlesex School Committee, however to date has not been received. Mr. Sheehan will contact the School Committee and ask for a status update.

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

- 4.1 NT moved to appoint Wanda Goodwin as a Lieutenant to the Fire-EMS Department for the term effective October 11, 2011 to June 30, 2012.

- 4.2 NT moved to appoint Lynn Vaillancourt to the Townsend Cultural Council for a term effective October 11, 2011 to June 30, 2012.

- 4.3 NT moved to hire Rebecca Hersey as the Assistant Tax Collector/Treasurer with a 6 month probationary period. SL seconded. Unanimous vote.

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

- 5.1 *Board of Selectmen Representative Updates/Reports.*

SL asked Mr. Sheehan to draft a letter for the Board to sign indicating its appreciation for the work of the Police Department.

- 5.2 *Town Administrator Report/Reminders*

Town Administrator updates included: additional local aid distribution, Wheeler Road bridge, health insurance rates, the retiree health insurance study, Spaulding roof repair, and congratulations to Sue Funaiole, Town Clerk, for receiving the municipal clerk certification.

- 5.3 NT moved to sign the payroll warrant outside of session. SL seconded Unanimous vote.

- 5.4 NT moved to sign the bills payable warrant outside of session. SL seconded. Unanimous vote.

#### **VI. ADJOURNMENT:**

RP moved to adjourn the meeting at 8:53P.M. SL seconded. Unanimous vote.

Vote to release minutes of October 11, 2011 taken at the meeting held on \_\_\_\_\_, 2011.

**SELECTMEN'S MEETING AGENDA**  
**OCTOBER 11 - 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 September 20, 2011

**VIII. APPOINTMENTS /HEARINGS**

- 2.1 7:05 Board of Water Commissioners and Water Superintendent Paul Rafuse request a determination that a water storage tank mixing system is exempt from the requirements of the Capital Planning Bylaw because it constitutes an emergency pursuant to C. 14, s. 14-1.E, par. 2 of the Capital Planning Bylaw

**IX. MEETING BUSINESS:**

- 3.1 Special Town Meeting: Review of warrant articles with departments, boards, and committees
- 3.2 Review/Approve Highway Department C. 90 Project Request and Environmental Punch List for survey and estimates to bring Rte. 13 up to minimum design standards
- 3.3 Mandatory referral from Planning Board for renewal of a Special Permit for an existing wireless telecommunications facility at 60 Warren Road
- 3.4 Review notice from North Middlesex Regional School District relative to a modification to the NMRSD FY2012 budget. The proposed modification has no effect on the Town's assessment.
- 3.5 Update on the Merrimack Special Education Collaborative and Merrimack Education Center

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

- 4.1 Fire Department Lieutenant: Request from Fire Chief Don Klein to appoint Wanda Goodwin as a Lieutenant
- 4.2 Appoint Lynn Vaillancourt to the Townsend Cultural Council

**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:**