



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*
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SELECTMEN'S MEETING MINUTES
OCTOBER 25, 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 Call the meeting to order at 7:00P.M.
- 1.3 Roll call vote taken showed 3 members present: Chairman Robert Plamondon (RP), 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 September 27, 2011. SL seconded.
Unanimous vote.

II. MEETING BUSINESS:

- 2.1 Sue Funaiole, Town Clerk, to discuss House Bill 1972, RE: "An Act Regulating Election Primaries"
Ms. Funaiole met with the Selectmen and explained the pending bill, and asked for support of the resolution. Ms. Funaiole explained that the bill would make it easier for overseas military personnel to vote and would reduce election costs - see attached summary. NT moved to support HB 1972, an act regulating the election primaries. RP seconded. SL abstained from vote. NT moved to support HB 1972, an act regulating the election primaries and to sign the resolution outside of the meeting. SL seconded. Unanimous vote.
- 2.2 Review/Discuss/Approve/Sign warrant for the November 15, 2011 Special Town Meeting.
 - 2.2.1 Christine Clish, COA Director to discuss COA article 9.
Christine Clish, Director and Lt. Profit, COA Chair, met with the Board to discuss the COA warrant article to fund a new position. Discussion included: options of making the position contractual vs. employee, volunteer currently performing service, the meals program expanding, insurance, outlining the position to be 8 hours per week for approximately 42 weeks per year, cost associated with funding the position, and MOC services. NT moved to support article 9. SL seconded. Unanimous vote.
 - 2.2.2 Paul Rafuse, Water Superintendent to discuss Water Department Articles 25-29.
Paul Rafuse, Water Superintendent and the Water Commissioners met with the Selectmen for review of their warrant articles. Mr. Busler asked that the Water Commissioners to be placed on the Town's email list for better communication purposes. Discussion included: compensation and classification plan issues, history of

the Water Department's pay structure, and certification (s) required for positions. RP moved to delete Article 25 from the warrant. There was no second to the motion. Mr. Busler clarified that additional funding was needed as the increase was previously approved in the Water Department budget. SL explained that the legal opinion makes clear that the Board of Selectmen and not town meeting has the authority and must approve the increase. Mr. Rafuse informed the Selectmen if the full amount of the increase is incorporated into the new matrix then he would support that. Mr. Rafuse inquired as to the Selectmen's authority to delete the articles in relation to the Town Charter. Mr. Busler told the Selectmen that the Water Commissioners met with the Capital Planning Committee and they (the Capital Committee) voted to support Article 27 as an emergency as defined in the bylaw. Mr. Busler explained the need to declare the article as an emergency with supporting information regarding the process of installing the tank mixing system. RP stated he supported deleting all Water Department warrant articles. Mr. Busler asked the Board to consider declaring article 27 an emergency as the bylaw allows so that it could be voted on at the town meeting. The Board agreed to consider and decide the request at the next Selectmen's meeting.

Other discussion regarding the warrant for the Special Town Meeting included the wording change for article #11 relative to the Hart Free Library. NT moved to approve the warrant and to sign the warrant outside of session. SL seconded. Unanimous vote.

2.3 Review/Approve one-day liquor license (s) for the following events:

- 2.3.1 NT moved to approve a one-day liquor license on November 12, 2011 in conjunction with a 60th Birthday Party for Norman Richard at the V.F.W. Post, located at 491 A Main Street. SL seconded. Unanimous vote.
- 2.3.2 NT moved to approve a one-day liquor license on October 30, 2011 in conjunction with a "Family Gathering" for Kenneth Saucier at the South Fitchburg Hunting and Fishing Club located at 60 Warren Road. SL seconded. Unanimous vote.
- 2.3.3 NT moved to approve a one-day liquor license on November 20, 2011 in conjunction with a "Turkey Raffle" for Kenneth Saucier at the South Fitchburg Hunting & Fishing Club located at 60 Warren Road. SL seconded. Unanimous vote.
- 2.3.4 NT moved to approve a one-day liquor license on December 11, 2011 in conjunction with a "Holiday Raffle" for Kenneth Saucier at the South Fitchburg Hunting & Fishing Club located at 60 Warren Road. SL seconded. Unanimous vote.

2.4 Review/Discuss response from the North Middlesex Regional School Committee regarding Merrimack Special Education Collaborative and Merrimack Education Center.

The Board reviewed the response as received from the North Middlesex School Committee - please see attached.

2.5 Review response from Mass Highway regarding Wheeler Road Bridge traffic restrictions.

The Board reviewed the attached letter from Mass Highway - (see attached)

2.6 Update on proposed legislative districts.

The Board reviewed the proposed districts - please see attached.

2.7 Vote to close Town Hall to the public on November 25, 2011.

NT moved to close Town Hall to the public on November 25, 2011. SL seconded. Unanimous vote.

2.8 Update on free cash certifications for the General Fund and Water Enterprise Fund.

The Board reviewed the attached notification from the Department of Revenue regarding the certified free cash. Discussion included the use of free cash, additional local aid, and offsetting the snow & ice deficit.

2.9 Review/Discuss the draft classification and compensation study.

The Board reviewed the draft plan and study as submitted by HRS – please see attached. Mr. Sheehan informed the Selectmen that he met with the employees to discuss their concerns regarding the draft plan. Many of the issues outlined in the meeting will be put in writing by the employees and forwarded to HRS for review. Mr. Sheehan said the job descriptions were delayed as the priority was to get the financial information before town meeting, however all the job descriptions should be received by next week. Mr. Sheehan stated approximately \$75,000.00 in excess levy would be used to fund the plan. SL stated she would like to have HRS attend a meeting to answer the questions by employees and for further explanation of the spreadsheet and the methodology. A discussion on any appeals will be made at a future meeting after all the adjustments and information is received.

III. APPOINTMENTS OF PERSONNEL/OFFICIALS:

3.1 Discuss/Appoint Selectmen’s Representative to the Charter Review Committee.

NT stated he would need to check his schedule before committal of appointment. The Board tabled the appointment until the next meeting.

IV. WORK SESSION:

4.1 *Board of Selectmen Representative Updates/Reports.*

SL announced the Boy Scouts would be having a food drive on November 12, 2011.

4.2 *Town Administrator Report/Reminders*

Mr. Sheehan updated the Board on the following; Energy Grant projects finalized; Memorial Hall paint project is underway; Halloween Safety guidelines as submitted by the Police Chief; and the follow up meeting with Unitil regarding protocols used for Hurricane Irene. Mr. Sheehan noted that it has been two years since the Town was handed over the library, senior center and meeting hall. He praised the building and the donor and gave the Selectmen an appreciation letter he drafted for Al Stone and asked the Board to sign. Mr. Sheehan stated he received a sample of the slate to be used on the Spaulding Roof and it is available for anyone that would like to see it.

4.3 NT moved to review and sign the Payroll Warrant outside of the meeting. SL seconded.

Unanimous vote.

4.4 NT moved to review and sign the bills payable warrant outside of the meeting. SL seconded.

Unanimous vote.

4.5 EXECUTIVE SESSION, RE: Collective Bargaining (Exemption 3) and Real Property (Exemption 6)

NT moved at 9:25P.M. to enter into executive session under exemption 3 for collective bargaining and exemption 6 for real property. SL seconded. Roll Call vote SL (YES), NT (YES), and RP (YES).

V. ADJOURNMENT:

Vote to release minutes of October 25, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA
OCTOBER 25, 2011 - 7:00 P.M.
Selectmen's Meeting Chambers

VI. 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 27, 2011.

VII. MEETING BUSINESS:

- 2.2 Sue Funaiolo, Town Clerk, to discuss House Bill 1972, RE: "An Act Regulating Election Primaries".
- 2.2 Review/Discuss/Approve/Sign warrant for the November 15, 2011 Special Town Meeting.
 - 2.2.1 Christine Clish, COA Director to discuss COA article 9.
 - 2.3.3 Paul Rafuse, Water Superintendent to discuss Water Department Articles 25-29.
- 2.4 Review/Approve one-day liquor license (s) for the following events:
 - 2.3.1 November 12, 2011 in conjunction with a 60th Birthday Party for Norman Richard at the V.F.W. Post, located at 491 A Main Street.
 - 2.4.2 October 30, 2011 in conjunction with a "Family Gathering" for Kenneth Saucier at the South Fitchburg Hunting and Fishing Club located at 60 Warren Road.
 - 2.3.3 November 20, 2011 in conjunction with a "Turkey Raffle" for Kenneth Saucier at the South Fitchburg Hunting & Fishing Club located at 60 Warren Road.
 - 2.3.4 December 11, 2011 in conjunction with a "Holiday Raffle" for Kenneth Saucier at the South Fitchburg Hunting & Fishing Club located at 60 Warren Road.
- 2.4 Review/Discuss response from the North Middlesex Regional School Committee regarding Merrimack Special Education Collaborative and Merrimack Education Center.
- 2.10 Review response from Mass Highway regarding Wheeler Road Bridge traffic restrictions.
- 2.11 Update on proposed legislative districts.
- 2.12 Vote to close Town Hall to the public on November 25, 2011.
- 2.13 Update on free cash certifications for the General Fund and Water Enterprise Fund.
- 2.14 Review/Discuss the draft classification and compensation study.

VIII. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 3.1 Discuss/Appoint Selectmen's Representative to the Charter Review Committee.

IX. 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.
- 4.5 EXECUTIVE SESSION, RE: Collective Bargaining (Exemption 3) and Real Property (Exemption 6)

X. ADJOURNMENT: