



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
NOVEMBER 8, 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 7:02P.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 There were no Chairman's additions or deletions.
- 1.5 NT moved to approve the meeting minutes for October 11, 2011. SL seconded. Unanimous vote.
NT moved to approve and not release Executive Session minutes for October 25, 2011. SL seconded. Unanimous vote.

II. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. The Squannacook Rail Trail Feasibility Committee requests that the Board of Selectmen vote to dissolve the Committee.
Steve Meehan and Bill Rider of the Rail Trail Feasibility Committee met with the Selectmen to review the final results of their study. They explained that a non-profit corporation has been established and will carry on efforts to build the trail. Mr. Meehan asked that the committee be dissolved now that its work is complete. Mr. Meehan asked the Board for their continued support in the future efforts by the non-profit. NT moved to dissolve the Rail Trail Feasibility Study Committee. SL seconded. Unanimous vote.

III. MEETING BUSINESS:

- 3.1 Halloween Nor'easter follow up
Andrew J. Sheehan, Town Administrator, gave a summary of the events leading up and occurring during the storm including: the performance by Unitil, the efforts of Townsend's public safety agencies, Highway Department, Facilities Department and Cemetery & Parks Department; TEMA and the shelter, and outlined the damage that occurred during the storm. Mr. Sheehan thanked the town departments for pulling together during the State of Emergency. He informed the Selectmen and the public that the recycling center will open additional hours for storm debris removal. SL encouraged any residents that needed assistance with debris removal to contact the Selectmen.

3.2 Review/Approve Fuel Efficient Vehicle Policy as part of the Town's application for designation as a Green Community.

The Board reviewed the policy – please see attached. Mr. Sheehan explained the policy is a requirement with the Green Communities Act and is needed for the designation process. NT moved to approve the fuel efficient vehicle policy as part of the Town's application for designation as a Green Community. SL seconded. Unanimous vote.

3.3 Review/Sign support letter of support for a Nashua, Nissitissit, and Squannacook Partnership Wild and Scenic Rivers Study.

The Board reviewed the updated letter – please see attached. NT moved to approve the letter of support for a Nashua, Nissitissit, and Squannacook Partnership Wild and Scenic Rivers Study. SL seconded. Unanimous vote. RP signed the letter.

3.4 Review/Approve/Sign Alcoholic Beverages License Policy.

Mr. Sheehan explained the State made some changes and recommendations to the one-day license regulations and this policy guideline outlines those changes, other alcohol license information has not changed from current requirements. NT moved to approve and sign the Alcoholic Beverages License Policy.

3.5 NT moved to approve a one-day Liquor License for Norman Richard in conjunction with a “Birthday Party” to be held on November 19, 2011 with sale hours from 7:00P.M. to 11:00P.M. SL seconded. Unanimous vote.

3.6 NT moved to approve a license for the Lion's Club to sell Christmas Trees on the Town Common from November 25, 2011 to December 24, 2011. SL seconded. Unanimous vote.

3.7 Review/Approve purchase and lease contract with Bulldog Fire Apparatus for new ambulance. Mr. Sheehan explained the Board needs to sign a contract for the new ambulance so we can lock in the price and begin the process of putting financing in place for the new vehicle. NT moved to approve the purchase and lease contract with Bulldog Fire Apparatus. SL seconded. Unanimous vote.

3.8 Review/Discuss Classification/Compensation Plan.

Mr. Sheehan gave a summary of the discussion topics from the meetings that occurred with HRS and the employees and HRS and the Selectmen regarding the compensation and classification plan. Resident Ron Dion inquired as to how the taxpayers would be informed of the plan and inquired as to the cost to fund the plan. Clarification of the process to fund the plan was discussed outlining town meeting would vote to fund the plan and the Selectmen would administer it. Mr. Sheehan reminded the Board that his position was not included on plan because he is the project manager and inclusion of his position could have been viewed as a conflict.

3.9 Discuss FY13 Budget outlook.

Mr. Sheehan summarized the financial outlook for FY13. He mentioned State tax collections being up in FY11 due to strong capital gains revenues which cannot be relied upon to be repeated. A projection by the Massachusetts Tax Association projected a 2% increase in local

aid. In addition if the local option meals tax passes at town meeting there would be additional revenue for the town. Mr. Sheehan stated health insurance and retirement costs are unknown at this time. SL discussed implementing the time line as drafted. Mr. Sheehan suggested the Board consider having a work session on an off week to discuss and finalize budget preparations.

3.10 Review/Discuss/Vote change orders for Memorial Hall.

Mr. Sheehan explained the four change orders; noting the doors were not included in the bid specs -

Change order 1 - Paint the 4 metal doors in back of Memorial Hall

Change order 2 - Paint the 4 wood doors in front of Memorial Hall

Change order 3 - repair and paint plaster flower medallion on the front of Memorial Hall.

Change order 4 - repaint all signs on Memorial Hall and out front on the lawn.

RP expressed concern with the cost of the additional work and the time of the year. The Board agreed it would be better to do the work in-house or bid out the additional work in the Spring.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

4.1 Discuss/Appoint member to the Charter Committee.

RP moved to appoint Nicholas Thalheimer as the Selectmen's Representative to the Charter Committee. SL seconded. Unanimous vote.

4.2 NT moved to appoint Lynn Vaillancourt to the Cultural Council for a three (3) term effective November 8, 2011 to June 30, 2014. SL seconded. Unanimous vote.

4.3 NT moved to re-appoint Mary Barrett to the Townsend Cultural Council for a two (2) year term effective July 1, 2011 to June 30, 2013. SL seconded. Unanimous vote.

4.4 NT moved to re-appoint Carol Sweenor to the Townsend Cultural Council for a three (3) year term effective July 1, 2011 to June 30, 2014. SL seconded Unanimous vote.

V. WORK SESSION:

5.1 Board of Selectmen Representative Updates/Reports.

RP thanked the Public Safety Departments for their effort during the ice storm. SL reminded everyone of the food drive on November 12, 2011. SL relayed Senator Flannigan's office sent out an email announcing grant money available for regionalization of services.

5.2 Town Administrator Report/Reminders

Mr. Sheehan relayed the Selectmen would be meeting at 6:00P.M. prior to the town meeting for review of the motions and the water department articles. Other updates included: notification of grant from DEP for a roll-off container for rigid plastics, storm debris drop off and additional hours at the recycling center, and a reminder of the FEMA emergency broadcast system test.

5.3 NT moved to approve and sign the payroll warrant outside of the meeting. SL seconded. Unanimous vote.

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

VI. ADJOURNMENT:

RP moved to adjourn the meeting at 8:24P.M. SL seconded. Unanimous vote.

Vote to release minutes of November 8, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA
NOVEMBER 8, 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 October 11, 2011.
Approve/Not Release Executive Session Minutes for October 25, 2011.

VIII. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. The Squannacook Rail Trail Feasibility Committee requests that the Board of Selectmen vote to dissolve the Committee

IX. MEETING BUSINESS:

- 3.1 Halloween Nor'easter follow up
- 3.2 Review/Approve Vehicle Policy as part of the Town's application for designation as a Green Community.
- 3.3 Review/Sign support letter of support for a Nashua, Nissitissit, and Squannacook Partnership Wild and Scenic Rivers Study.
- 3.4 Review/Approve/Sign Alcoholic Beverages License Policy.
- 3.5 Review/Approve a one-day Liquor License for Norman Richard in conjunction with a "Birthday Party" to be held on November 19, 2011 with sale hours from 7:00P.M. to 11:00P.M.
- 3.6 Review/Approve license for the Lion's Club to sell Christmas Trees on the Town Common from November 25, 2011 to December 24, 2011.
- 3.7 Review/Approve purchase and lease contract with Bulldog Fire Apparatus for new ambulance
- 3.8 Review/Discuss Classification/Compensation Plan.
- 3.9 Discuss FY13 Budget outlook.

X. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Discuss/Appoint member to the Charter Committee.
- 4.2 Appoint Lynn Vaillancourt to the Cultural Council for a three (3) term effective November 8, 2011 to June 30, 2014.
- 4.3 Re-Appoint Mary Barrett to the Townsend Cultural Council for a two (2) year term effective July 1, 2011 to June 30, 2013.
- 4.4 Re-Appoint Carol Sweenor to the Townsend Cultural Council for a three (3) year term effective July 1, 2011 to June 30, 2014.

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: