



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
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SELECTMEN'S MEETING MINUTES
NOVEMBER 22, 2011 - 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 7:00P.M.
- 1.2 Roll call vote taken showed 3 members present: Chairman Robert Plamondon (RP), Vice-Chairman Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT).
- 1.3 RP moved to add agenda item 3.6 Storm Clean-up
- 1.4 Review/ Approve Meeting Minutes for October 25, 2011, November 7, 2011, November 8, 2011 and November 15, 2011.
NT moved to accept the meeting minutes for October 25, 2011. SL seconded Unanimous vote. NT moved to accept the meeting minutes for November 7, 2011. SL seconded. Unanimous vote. NT moved to accept the meeting minutes for November 8, 2011. SL seconded. Unanimous vote. NT moved to accept the meeting minutes for November 15, 2011. SL seconded. Unanimous vote.

II. APPOINTMENTS/HEARINGS

- 2.1 7:05 Fire Chief Don Klein and Lunenburg Snowmobile Club
Don Klein, FIRE-EMS Chief, introduced Tom Bertram, President of the Lunenburg Snowriders. Mr. Bertram gave a brief description of the charitable organizations the club has been involved with and explained the work the club has done in conjunction with various town departments. Mr. Bertram presented Townsend with a gift of 2 medic-paks for use by the Townsend Fire-EMS Department. The Board thanked the Snowriders for the medic-paks.
- 2.2 7:15 Police Chief, Erving M. Marshall, Jr., RE: Bicycle Helmet Safety Awards
Chief Marshall explained the bike safety program and asked the Selectmen to draw 4 names from the pool of tickets for the winner of this year's gift certificates to a bike shop. Chief Marshall announced the four winners: Josephine Rusch, Chris Brouillette, Faith Mazza, and Colleen Guerriero.

III. MEETING BUSINESS:

- 3.1 Classification/Compensation Plan, RE: Discussion of schedule & steps to implementation.
Mr. Sheehan requested the Selectmen provide guidance for the implementation of the Comp/Class plan. Discussion included: years of service, job descriptions, merit raises, clarification of longevity policy, and levels within the grades. The Board expressed its intention to review all job descriptions and to schedule a series of work sessions to discuss

implementation. Mr. Sheehan stated he should receive the job descriptions in 2 weeks and will forward to employees and departments for review.

- 3.2 Unregistered Vehicle Bylaw, RE: Follow-up discussion from Special Town Meeting.
Discussion included: property rights, review of last change in the bylaw, and review of wording to be used in the new amendment. The Board agreed to change the wording consistently throughout the bylaw to read "Board of Selectmen and/or their designee."
- 3.3 Review/Discuss Council On Aging meal-site manager position.
The Board reviewed the job description as attached. Mr. Sheehan stated drafted the description based on the information received by the Council on Aging. Mr. Sheehan explained the position would need to be placed on the compensation plan. Mr. Sheehan will forward to the Council on Aging for review and approval prior to posting the position.
- 3.4 NT moved to approve a one-day liquor license for Norman Richard in conjunction with the "Fire Department Christmas Party" to be held on December 10, 2011. SL seconded.
Unanimous vote.
- 3.5 Declare 2003 Ford Expedition as surplus for transfer to another town department.
NT moved to declare a 2003 Ford Expedition as surplus for transfer to another town department. SL seconded. Unanimous vote.
- 3.6 Mr. Sheehan explained the Highway Department did emergency debris removal after the Halloween Nor'easter. However, many trees are left with hangers and leaning trees and more work is needed. Mr. Sheehan informed the Board that he and Highway Supt. Ed Kukkula met with two companies that are on the State bid list. AshBritt performs the tree work and O'Brien's performs all the monitoring and record keeping that will be record to receive federal reimbursement. The Town is hoping for reimbursement of 75% from FEMA. Mr. Sheehan informed the Board the potential cost is \$100,000 - \$200,000 for the clean-up efforts. Discussion included: Unutil's responsibilities, funding of contract, snow & ice deficit spending, and DOR's approval of emergency expenditure under snow & ice. NT moved to authorize under snow & ice up to \$100,000 for the removal of hangers and leaners. SL seconded. Unanimous vote.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint David Philips as a full-time Police Officer effective November 30, 2011, with a 9-month probationary period contingent upon successful completion of comprehensive physical and obtaining a permanent exemption for full-time training from the Massachusetts Criminal Justice Training Council based on his training with the Los Angeles Police Department.
- 4.2 Appoint Cassandra Ela as a full-time Police Officer for the Town of Townsend effective December 30, 2011, with a 9-month probationary period contingent upon her successful graduation on December 16, 2011, from the MPTC training class held at the Boylston Police Academy and successful completion of a comprehensive psychological evaluation.
Chief Marshall introduced David Philips and Cassandra Ela, outlining their credentials and past employment achievements and gave an outline of the selection process he used to select the new Police Officers. NT moved to appoint both David Philips and Cassandra Ela as fulltime Police Officers subject to their respective completion of their requirements by the Chief. SL seconded. Unanimous vote.

V. WORK SESSION:

5.1 Board of Selectmen Representative Updates/Reports.

The Selectmen congratulated the Pop Warner cheerleaders on their divisional win, outlining the need to raise funds for the trip to Florida to compete in the nationals. RP was thanked for his assistance at the Senior's Thanksgiving dinner

5.2 Town Administrator Report/Reminders

Mr. Sheehan informed the Board he is and will continue to attend meetings that will improve the process used for emergency shelters during weather events. He outlined the need for more volunteers to staff the shelters with. Mr. Sheehan said if anyone was interested in volunteering to help at the shelter to call Shirley Coit, TEMA Director, at 978-597-6482. Mr. Sheehan informed the public the last date the Devens Hazardous Waste center will be open is December 10, 2011 and will then close for the winter. Mr. Sheehan informed the Selectmen the Wheeler Bridge was opened last Friday.

5.3 NT moved to approve and sign the payroll warrant out of session. SL seconded.

Unanimous vote.

5.4 NT moved to approve and sign the bills payable warrant out of session. SL seconded.

Unanimous vote.

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

Vote to release minutes of November 22, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA
NOVEMBER 22, 2011 - 7:00 P.M.
Selectmen's Meeting Chambers

VI. PRELIMINARIES:

- 1.1 Call the meeting to order.
- 1.2 Roll call.
- 1.3 Chairman's Additions or Deletions.
- 1.4 Review/Approve Meeting Minutes for October 25, 2011, November 7, 2011, November 8, 2011 and November 15, 2011.

VII. APPOINTMENTS /HEARINGS

- 2.1 7:05 Fire Chief Don Klein and Lunenburg Snowmobile Club
- 2.2 7:15 Police Chief, Erving M. Marshall, Jr., RE: Bicycle Helmet Safety Awards

VIII. MEETING BUSINESS:

- 3.1 Classification/Compensation Plan, RE: Discussion of schedule & steps to implementation.
- 3.2 Unregistered Vehicle Bylaw, RE: Follow-up discussion from Special Town Meeting.
- 3.3 Review/Discuss Council On Aging meal-site manager position.
- 3.4 Review/Approve a one-day liquor license for Norman Richard in conjunction with the "Fire Department Christmas Party" to be held on December 10, 2011.
- 3.5 Declare 2003 Ford Expedition as surplus for transfer to another town department.

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X. 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.