



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

Robert Plamondon, *Chairman*
Andrew Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

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SELECTMEN'S MEETING MINUTES
DECEMBER 6, 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 7:03P.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 review/approval of contract for Virtual Town and Schools and Deficit Spending for Snow and Ice to the agenda.

II. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Public Hearing, RE: Tax Levy FY 2012
RP opened the public hearing at 7:05P.M. A sign-in sheet was circulated to audience. RP read the legal notice into the record - see attached. The audience was queried for comments. Assessor, Niles Busler and Chief Assessor Victoria Tidman attended the hearing to answer any questions or concerns. The tax rate was determined to be \$16.96. NT moved to adopt a commercial/residential factor of 1.0 as recommended by the Board of Assessors. SL seconded. Unanimous vote. RP moved to close the public hearing at 7:10P.M. NT seconded. Unanimous vote.
- 2.2 Town Clerk Susan Funaiole to discuss the Number 1 Dog Tag Contest.
Ms. Funaiole thanked the businesses in Townsend that participated. The winning dog tag holder will receive several gifts donated by local businesses. The winner will be announced on February 10, 2011. Ms. Funaiole reminded dog owners a late fee of \$5.00 will begin March 1, 2011 and another late fee of \$25.00 will be charged if the license is not bought by April 1st, 2011.
- 2.3 Town Clerk Susan Funaiole to discuss a public records request.
Ms. Funaiole met with the Board and read a statement with her requests into the record - please see attached. Discussion included: waiving the fee of \$153.54, MIS Director's role as records custodian, previously obtained legal opinion (see attached), confidential information within the requested documents/emails, narrowing the request down to specific time frames. The Board of Selectmen denied the request to waive the fee for the public records request and to have the MIS Director retrieve the information.

III. MEETING BUSINESS:

- 3.1 NT moved to approve and sign out of session all 2012 Alcoholic Common Victualler Restaurant Renewal Licenses as attached contingent upon a valid certificate of inspection issued by the Building Commissioner and signed off by the Fire Chief in accordance with Chapter 304 of the Acts of 2004. SL seconded. Unanimous vote.
- 3.2 NT moved to approve and sign out of session 2012 Alcoholic Club Renewal License as attached contingent upon a valid certificate of inspection issued by the Building Commissioner and signed off by the Fire Chief in accordance with Chapter 304 of the Acts of 2004. SL seconded. Unanimous vote.
- 3.3 NT moved to approve and sign all 2012 Alcoholic and Walt & Malt Renewal Liquor Licenses as attached. SL seconded. Unanimous vote.
- 3.4 NT moved to approve and sign out of session all 2012 Common Victualler license renewals as attached. SL seconded. Unanimous vote.
- 3.5 NT moved to approve and sign all 2012 Weekly and Sunday Entertainment license renewals as attached. SL seconded. Unanimous vote.
- 3.6 NT moved to approve and sign all 2012 Class I, II, III license renewals as attached. SL seconded. Unanimous vote.
- 3.7 NT moved to approve and sign a one-day liquor license for Norman Richard in conjunction with a "Birthday Party" to be held on January 7, 2012 with sale hours 7:00P.M. to 11:00P.M. SL seconded. Unanimous vote.
- 3.8 NT moved to approve and sign a one-day liquor license for Norman Richard in conjunction with a "Birthday Party" to be held on March 17, 2012 with sale hours 7:00P.M. to 11:00P.M. SL seconded. Unanimous Vote.
- 3.9 Review/Sign proclamation for Eagle Scout ceremony to be held on December 10, 2012. NT read the proclamation into the record. NT moved to sign the proclamation. SL seconded. Unanimous vote.
- 3.10NT moved to approve the Vehicle Assignment and sign forms for Ed Kukkula, Highway Superintendent and Don Klein, Fire-EMS Chief. (see attached) SL seconded. Unanimous vote.
- 3.11Discuss remote participation option pursuant to the Open Meeting Law
Mr. Sheehan asked the Board if they would be interested in pursuing the option to have remote participation in accordance with the recent changes to the Open Meeting Law. The Board agreed to forward to Boards/Committees/Commissions and ask for comments/feedback.
- 3.12 Review/Approve deficit spending authorization for snow & ice pursuant to MGL c. 44, s. 31D. NT moved to deficit spend for snow & ice. SL seconded. Unanimous vote.
- 3.13Mr. Sheehan informed the Board Virtual Towns and Schools would be the vendor to complete the work on the website, outlining the annual fee of \$3,500.00 with a start-up cost of \$6,495.00. NT moved to authorize the Town Administrator to execute the contract for Virtual Towns and Schools. SL seconded. Unanimous vote - please see attached contract.
- 3.14The Board reviewed the attached contract. Mr. Sheehan clarified this vote is separate from the snow/ice deficit as it is governed under MGL Chapter 44 Section 31D and is approved by the Board of Selectmen and the Department of Revenue. NT moved to authorize deficit spending under MGL 44 Section 31D. SL seconded. Unanimous vote.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 NT moved to appoint Tom Whittier to TEMA, Townsend Emergency Management Agency effective December 6, 2011 to June 30, 2013. SL seconded. Unanimous vote.

V. WORK SESSION:

5.1 *Board of Selectmen Representative Updates/Reports.*

There were no updates or reports.

5.2 *Town Administrator Report/Reminders*

Discussion regarding the grant funding of the Sunday hours for operation at the Townsend Library outlining the need to consider the additional hours in the budgeting process. Scheduling work sessions to review budgets and job descriptions, and an outlook on the FY13 budget forecast with all the challenges ahead.

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.

VI. ADJOURNMENT:

RP moved to adjourn the meeting at 8:15P.M. NT seconded. Unanimous vote.

Vote to release minutes of December 6, 2011 taken at the meeting held on _____, 2011.