



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
DECEMBER 20, 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 7:02P.M.
- 1.3 Roll call vote 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 November 22, 2011. SL seconded.
Unanimous vote.

II. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Paul Nicoli, Trust Fund Commissioner.

Mr. Nicoli, Trust Fund Commissioner, met with the Board. Mr. Nicoli explained the Commissioners approved the purchase of a clock for the town hall in memory of Marilyn MacEachern. Mr. Nicoli asked for permission from the Selectmen to hang the clock in the Great Hall, left of the stage. Discussion included a request from Ms. MacEachern's children, maintenance of clock, cost to maintain, and purchase and installation. The Board supported the Commissioners' request to hang the clock in the Great Hall.

III. MEETING BUSINESS:

- 3.1 Discussion, RE: FY13 Budget Message

Andrew Sheehan, Town Administrator, reviewed with the Selectmen a memorandum outlining the revenue projections and spending estimates for FY13 - see attached. Discussion included the income for the newly adopted local meal tax, preliminary state revenue forecast, increase in health insurance cost and related fixed costs including retirement assessments, and funding the comp/class plan. Reducing spending discussion included: regionalizing and privatizing services, reducing hours and closing town hall on Fridays, consolidating departments, DPW, and consolidated billing. Mr. Sheehan informed the Selectmen the Budget notice and worksheets will be distributed to departments the first week of January.

- 3.2 Review/Discussion, RE: Report/estimated cost for Retiree Health Care.

The Board reviewed the actuarial analysis of the cost to provide retiree health care - see attached. Discussion included: the potential for offsetting active employee and retiree costs by joining the Group Insurance Commission (GIC), changing benefit percentage in exchange for

implementation of retiree insurance. The Board asked Mr. Sheehan to survey employees to gauge their interest in making concessions in return for retiree health insurance.

3.3 Discussion, RE: Compensation/Classification Plan

- Process to finalize Job Descriptions
- Implementation of new wage rates

Discussion included the process of finalizing job descriptions, step adjustments to take time of service into consideration, implementation schedule, and questions from departments relating to the appeals process. Mr. Sheehan informed the Board that the majority of job descriptions have been distributed to the employees/departments with notice that all comments are due by January 13, 2012. All comments will be submitted to HRS. NT moved to implement wage adjustments on January 1, 2012. SL seconded. Unanimous vote.

3.4 Review/Approve Holiday Schedule for 2012.

Please attached schedule. NT moved to adopt the 2012 holiday calendar as attached. SL seconded. Unanimous vote.

3.5 Vote to move location for the 2012 Presidential Election to North Middlesex Regional High School.

Sue Funaiolo, Town Clerk, informed the Selectmen the North Middlesex School Superintendent agreed with the request to move the election to the High School. Ms. Funaiolo stated she would send out the required notification to all voters with the census, adding the State approved the process. NT moved to approve the move for the 2012 Presidential Election to the North Middlesex Regional High School. SL seconded. Unanimous vote.

3.6 NT moved to approve and sign a 2012 Class II renewal license for Harbor Auto Body. SL seconded. Unanimous vote.

3.7 NT moved to approve and sign a 2012 Common Victualler renewal license for South Fitchburg Hunting & Fishing Club. SL seconded. Unanimous vote.

3.8 NT moved to approve and sign a 2012 Common Victualler renewal license for Alliance Energy, d/b/a Mr. Mike's Mini Mart. SL seconded. Unanimous vote.

3.9 NT moved to approve and sign a one-day liquor license request for Norman Richard in conjunction with a "50th Birthday Party" to be held on January 21, 2012. SL seconded. Unanimous vote.

3.10 Approve request for the Albert J Atwood Worthy Trust Fund Account submitted by the Abram S. French Fund Committee. NT moved to approve the request for the individual in need. SL seconded. Unanimous vote.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

4.1 NT moved to appoint Eric Aaltonen to T.E.M.A. for a term effective December 20, 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*

Mr. Sheehan updated the Board on the following: status of negotiations with Ayer joining the Nashoba Valley Regional School district and the potential impact on member communities; status of potential FEMA reimbursement for the storm damage and support letter submitted

to the State for additional reimbursement, meetings scheduled with municipal energy alternative and the potential savings for the town and its residents.

5.3 NT moved to review and sign the payroll warrant out of session. SL seconded. Unanimous vote.

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

VI. ADJOURNMENT:

RP moved to adjourn the meeting at 8:50P.M. SL seconded. Unanimous vote.

Vote to release minutes of December 20, 2011 taken at the meeting held on _____, 2012.

SELECTMEN'S MEETING AGENDA
DECEMBER 20, 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 November 22, 2011.

VIII. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Paul Nicoli, Trust Fund Commissioner.

IX. MEETING BUSINESS:

- 3.1 Discussion, RE: FY13 Budget.
- 3.2 Review/Discussion, RE: Report/estimated cost for Retiree Health Care.
- 3.3 Discussion, RE: Compensation/Classification Plan
 - Process to finalize Job Descriptions
 - Implementation of new wage rates
- 3.4 Review/Approve Holiday Schedule for 2012.
- 3.5 Vote to move location for the 2012 Presidential Election to North Middlesex Regional High School.
- 3.6 Approve/Sign 2012 Class II renewal license for Harbor Auto Body.
- 3.7 Approve/Sign 2012 Common Victualler renewal license for South Fitchburg Hunting & Fishing Club.
- 3.8 Approve/Sign 2012 Common Victualler renewal license for Alliance Energy, dba Mr. Mike's Mini Mart.
- 3.9 Approve/Sign a one-day liquor license request for Norman Richard in conjunction with a "50th Birthday Party" to be held on January 21, 2012.
- 3.10 Approve request for the Albert J Atwood Worthy Trust Fund Account needy trust as submitted by the Abram S. French Fund Committee.

X. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint Eric Aaltonen to T.E.M.A. for a term effective December 20, 2011 to June 30, 2013.

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: