



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
JANUARY 17, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I. PRELIMINARIES

- 1.1 The meeting was called to order at 7:01P.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 stated the meeting is being tape recorded.
- 1.4 RP moved to add agenda item 3.8 Declaration of Surplus Items and to table agenda item 2.4 until January 31, 2012.
- 1.5 Review/Approve Meeting Minutes for December 20, 2011 and January 3, 2012.
NT moved to approve the meeting minutes for December 20, 2011. SL seconded.
Unanimous vote. NT moved to approve the meeting minutes for January 3, 2012. SL seconded. Unanimous vote.
- 1.6 Review/Approve Executive Session Meeting Minutes for January 3, 2012
NT moved to approve and not release the executive session minutes for January 3, 2012. SL seconded. Unanimous vote.

II. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Liquor License Public Hearing, RE: Townsend Ridge Country Club.
NT read the legal notice into the record - see attached. RP queried the audience for support and circulated a sign-in sheet. A resident spoke in favor of the application; NT read his letter of support into the record - see attached. Erving Marshall, Jr., Licensing Agent spoke in favor of the application. There were no objections to the issuance of the license. RP moved to close the public hearing at 7:12P.M. NT moved to accept and approve the new application for license for the Townsend Ridge Country Club Corporation. SL seconded. Unanimous vote.
- 2.2 Discussion, RE: Proposed new position at the Communications Center.
Chief Erving Marshall, Jr., and Lt. David Profit met with the Board to outline the creation of a new position within the Communications Center. Lt. Profit gave a presentation that outlined the duties encompassed upon the Telecommunicators and the Communications Center; highlighting new State mandates and requirements - see attached. Discussion included: retirement announcement, funding of the new position, reason (s) the position was needed, training and supervisory requirements, liability, off-setting cost with State assistance/grants, and impact bargaining the newly created position. Chief Marshall asked for

the Board to support the proposal as presented – see attached. NT moved to support the creation of the position as proposed. SL seconded. Unanimous vote.

- 2.3 Sue Funaoile, Town Clerk, RE: Updates for census, dog license, and elections.
Discussion included: dog tag contest, announcement regarding the precinct changes and the notification sent to all households, last day of registration for primary (February 15, 2012), list of elected position (s) for Annual Town Election, and census mailings for 2012.
- 2.4 Chris Clish, requesting appointment of Donna Fenton as Kitchen Manager at the Senior Center.
(Tabled until January 31, 2012)

III. MEETING BUSINESS

- 3.1 NT moved to approve and sign the amendment to the Police Chief's contract (see attached) SL seconded. Unanimous vote.
- 3.2 NT moved to approve and sign the amendment to the Fire Chief's contract (see attached) SL seconded. Unanimous vote.
- 3.3 NT moved to accept the SAFE Grant in the amount of \$4,665 and the VFA Forestry Grant for \$2,000. SL seconded. Unanimous vote.
- 3.4 Discussion FY13 Budget.
The Board reviewed the changes proposed – see attached. Andrew Sheehan reviewed the budget outline. The discussion included a projected insurance increase of 9%, Governor's local aid announcement, State budging process, comp/class plan implementation and changes, additional hours for Facility Coordinator, reducing hours for Town Hall, spending cuts and the formation of a DPW. The Board expressed interest in having joint budget hearings with the Finance Committee and Department Heads, with discussion of meeting on a Saturday.
- 3.5 NT moved to approve a one-day liquor license for Colin McNabb on March 17, 2012 in conjunction with a "St. Patrick's Day Dinner" with sale hours from 5:30P.M. to 9:30P.M. SL seconded. Unanimous vote.
- 3.6 Budget meetings: discussion of joint budget meetings with Finance Committee.
(Discussion under 3.4)
- 3.7 Discussion RE: Remote participation in meetings.
- 3.8 Declaration of Surplus Wood Chips.
Andrew Sheehan relayed that approximately 900 cubic yards of wood chips have accumulated as a result of the clean up after the October snowstorm. The town should declare surplus and offer them to other departments and any chips not used would be put out for bid. NT moved to declare approximately 900 cubic yards as surplus. SL seconded. Unanimous vote.

V. WORK SESSION

- 4.1 Board of Selectmen Updates/Reports
SL asked the Board to support sending a letter to the M.B.T.A. asking for Fitchburg to be added as a hearing site for the upcoming rate hike hearings. SL asked for an update on Capital interests from North Middlesex Regional High School and the Capital Planning Committee. SL would like a letter to be sent to the North Middlesex School's for scheduling of a joint meeting to discuss their Capital needs.
- 4.2 Town Administrator Updates/Reports

Andrew Sheehan gave an update on progress of new website, announced Presidential approval for FEMA reimbursement of October snow storm, and a vacancy on the Townsend Meeting Hall Committee. Mr. Sheehan asked for a Representative of the Board for the upcoming Regional School Union Negotiations.

- 4.3 NT moved to sign the payroll warrant outside of the meeting. RP seconded. Unanimous vote.
- 4.4 NT moved to sign the bills payable warrant outside of the meeting. RP seconded. Unanimous vote.

RP moved to adjourn the meeting at 9:08P.M. SL seconded. Unanimous vote.

Vote to release minutes of January 17, 2012 taken at the meeting held on _____, 2012.

**SELECTMEN'S MEETING AGENDA
JANUARY 17, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS**

I. PRELIMINARIES

- 1.1 Call the meeting to order
- 1.2 Roll call
- 1.3 Notice that the meeting is being tape recorded
- 1.4 Chairman's Additions or Deletions
- 1.5 Review/Approve Meeting Minutes for December 20, 2011 and January 3, 2012.
- 1.6 Review/Approve Executive Session Meeting Minutes for January 3, 2012

II. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Liquor License Public Hearing, RE: Townsend Ridge Country Club.
- 2.2 Discussion, RE: Proposed new position at the Communications Center.
- 2.3 Sue Funaoile, Town Clerk, RE: Updates for census, dog license, and elections.
- 2.4 Chris Clish, requesting appointment of Donna Fenton as Kitchen Manager at the Senior Center

III. MEETING BUSINESS

- 3.1 Review/Approve amendments to the Police Chief's contract.
- 3.2 Review/Approve amendments to the Fire Chief's contract.
- 3.3 Accept Fire Department grants: SAFER Grant for \$4,665 and VFA Forestry Grant for \$2,000
- 3.4 Discussion FY13 Budget.
- 3.5 Review/Approve a one-day liquor license for Colin McNabb on March 17, 2012 in conjunction with a "St. Patrick's Day Dinner" with sale hours from 5:30P.M. to 9:30P.M.
- 3.6 Budget meetings: discussion of joint budget meetings with Finance Committee
- 3.7 Discussion RE: Remote participation in meetings.

V. WORK SESSION

- 4.1 Board of Selectmen Updates/Reports
- 4.2 Town Administrator Updates/Reports
- 4.3 Review/Sign Payroll Warrant.
- 4.4 Review/Sign Bills Payable Warrant.