



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 31, 2012 - 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 Notice that the meeting is being tape recorded.
- 1.4 RP moved to add agenda item 4.5 Executive Session under exemption 1.
- 1.5 NT moved to approve Meeting Minutes for January 17, 2012. SL seconded. Unanimous vote.

**II. MEETING BUSINESS**

- 2.1 Discussion, RE: Job Description/Job Title review and evaluation process for the Selectmen's Secretary.  
Andrew Sheehan, Town Administrator explained that a result of the Comp/Class study the consultant, HRS, Inc., recommends a change to the Selectmen's Executive Secretary title. Mr. Sheehan stated the term is often used for chief administrator positions and can be confusing. Furthermore, the change will clarify reporting responsibility. Carolyn Smart, Selectmen's Executive Secretary, outlined her objections to the change in title. Discussion included: meeting with HRS, similar positions of other communities, and communication issues. Carolyn Smart gave the Selectmen a list of job titles and job descriptions from other communities, relayed what was told to her by HRS, and stated for the record she was deceived. A discussion of the job description and duties will be discussed at a future work session. Board members agreed to utilize the proposed title of Executive Assistant to the Town Administrator. There was additional discussion of the employee evaluation process. Board members agreed the Town Administrator, not the Board, should perform the annual performance evaluation.
- 2.2 Discussion, RE: Evaluation process for the Town Administrator.  
The discussion included the process to be used to evaluate the Town Administrator, the appraisal form, comparing performance to the goals set by the Board, and soliciting input from Department Heads. The Board also discussed their participation in department head performance appraisals. The Selectmen set a deadline of April 1, 2012, for the Department Head/Supervisor evaluations to be completed.
- 2.3 Council on Aging, RE: Appointment of Donna Fenton as Meal Manager. A vote may be taken.

- NT moved to appoint Donna Fenton as Meals Manager. SL seconded. Clarification of the appointment vs. hiring process was discussed, outlining most employees are hired and do not take the oath of office. NT moved to amend vote to reflect the hiring of the employee. SL seconded. Unanimous vote.
- 2.4 Recreation Commission, RE: Request to transfer land located behind Library/Senior Center to the Recreation Department.  
Sharon Whittier, Recreation Commissioner, met with the Board to ask for guidance/support for a project to build basketball/volleyball courts on the land located behind the parking lot of the Library/Senior Center for use by Recreation and other summer sports leagues in town. Discussion included: size of parcel, survey needed, planning board referral, warrant article for care and control of property, concerns of safety and location, and liability. The Board expressed support for the project.
- 2.5 Discussion, RE: Self-evaluation for the Board of Selectmen.  
Self-Assessment of the Board's progress towards past goals and to set new goals to be done after April election.  
Board members discussed evaluating their own performance against the goals that were set last year. It was agreed to undertake such a self-assessment during a work session.
- 2.6 Discussion, RE. Registrar's compensation. The Town Clerk requests the opportunity to discuss compensation for Registrars.  
Sue Funaiolo, Town Clerk, met with the Selectmen for the purpose of increasing the compensation rate for the Board of Registrars as outlined in Mass General Law. The Board requested the Town Clerk average the Registrars hours over 4 years and will discuss the salary to be paid at a future meeting. Discussion included: compensation decrease in 2006, current compensation paid, retroactive increases to January 1, and responsibilities.
- 2.7 Discussion, RE: Town Accountant resignation and steps to fill the position.  
Mr. Sheehan reported that Town Accountant Kim Fales has verbally notified him of her intention to resign her position. He has looked into the possibility of a shared services agreement for accounting and was looking to the Board for direction regarding the hours and duties of the position. The Board agreed to post the position with no changes.
- 2.8 Discussion/Update, RE: Hart Library & Town Hall Annex.  
Mr. Sheehan explained that he and staff are evaluating using the Town Hall Annex for MIS purposes and additional storage. He needs to do some additional research into fire suppression and emergency power as well as other potential uses for the Annex building. Mr. Sheehan informed the Board he would like to move forward with the drafting and issuance of a Request for Proposals (RFP) for the Hart Free Library and should have it completed within a few months. He reminded the Board that the Town Properties Committee will need to review the RFP before it is issued.
- 2.9 Discussion, RE: FY13 Budget. Votes may be taken.
- 2.9.1 Governor's budget proposal and preliminary local aid numbers  
The Board reviewed the preliminary numbers - see attached.
- 2.9.2 Steps to evaluate a consolidated DPW.  
The Board supported the suggestion of asking the Department of Revenue to study the consolidation of departments to form a DPW. Mr. Sheehan will send a request to the DOR.
- 2.9.3 Four-day workweek for Town Hall.  
Mr. Sheehan informed the Board that reducing Town Hall hours from five days/week to four days/week would result in only modest savings in energy costs. He said the

only significant savings would be a reduction in employee hours. The Board agreed that this would be a last resort and to put any such plans on hold.

2.9.4 Facilities Maintenance.

Mr. Sheehan stated the additional 5 hours requested would be used to for maintenance planning and projects that continue to be deferred. He pointed out that only one Town Hall office has been painted since the renovation was completed in 1999. The Town needs to keep up with routine maintenance in order to avoid major deterioration. The Selectmen agreed to support additional 5 hours as long as the numbers work within the budget.

2.10 Discussion, RE: Municipal Energy. Votes may be taken.

2.10.1 Municipal Electric Utility “muni” legislation. Mr. Sheehan updated the Board on legislation on Beacon Hill that would make it easier for communities to break away from investor-owned utilities and start up their own utilities or join with another municipal utility.

2.10.2 Municipal Aggregation.

Independent of the muni legislation the town can elect to adopt the statute and would be allowed to buddle electricity with other communities for a better rate. Mr. Sheehan stated he would like to move forward with preparation of an RFP for consultant/brokers services, outlining the broker would be paid a percentage of the savings incurred. The Board agreed that he should prepare the RFP.

2.11 Review/Approve Electronic Communication and Computer Usage Policy. Votes may be taken.

The Board reviewed the policy – please see attached. There was a long discussion with audience members including employees and elected officials. Mr. Sheehan and MIS Director, Stephen Cloutier, agreed to meet to revise the policy to fit in with Townsend’s needs and requirements while providing the security that is the goal of the policy. Discussion included: clarification of existing policy, security and controls, software licensing, password protections, filtering with library stations, authority and enforcement issues and concerns, and cost and implementation of software. A motion was made by SL to accept policy and seconded by RP. Further discussion of the policy prompted withdrawal of the motion. The Board agreed to table the approval of the policy until their next meeting after further review. The Board asked Mr. Sheehan and Mr. Cloutier to meet to discuss the Town’s technology needs and prepare a plan to upgrade if necessary.

2.12 Review/Approve Remote Participation Policy. Votes may be taken.

The Board reviewed the policy – please see attached. Discussion prompted a few changes as outlined: amend outline costs incurred to be borne on person and to change the enforcement provision as attached. NT moved to approve the policy with the 2 changes regarding equipment and to delete last sentence regarding enforcement, and to sign policy out of session. SL seconded. Unanimous vote.

2.13 NT moved to approve an application for a Class II renewal license for Country Auto Sales. SL seconded. Unanimous vote.

2.14 NT moved to approve an application for a Common Victualler renewal license for Townsend Rod & Gun Club. SL seconded. Unanimous vote.

2.15 Review/Approve contract amendment between the Town of Townsend and Montachusett Regional Planning Commission for FY11 Limited Housing Rehabilitation Program. Votes may be taken.

The Board reviewed – see attached. NT moved to approve a contract amendment between the Town of Townsend and Montachusett Regional Planning Commission for FY11 Limited Housing Rehabilitation Program. SL seconded. Unanimous vote.

- 2.16 Review/Sign proclamation for an Eagle Scout Ceremony.  
NT moved to approve and sign the proclamation for an Eagle Scout Ceremony. SL seconded. Unanimous vote.
- 2.17 North Middlesex Regional High School: discussion of notification that the Massachusetts School Building Authority has invited NMRHS into the eligibility period and an invitation to join the Regional School Committee at a meeting on Monday, February 13, 2012 at 6PM at the High School.  
The Board will post and attend meeting.
- 2.18 Notice of Vacancy: Historic District Commission  
An announcement was made concerning a vacancy on the Historic District Commission.
- 2.19 NT moved to approve a request for Albert J. Atwood Worthy Trust Fund as a person in need of assistance and that a portion of their water bill be paid as recommended by the Abram S. French Fund Committee. SL seconded. Unanimous vote.

### III. APPOINTMENTS OF PERSONNEL/OFFICIALS

- 3.1 Appoint the following as on-call firefighters for the Townsend Fire-EMS Department for a term effective January 31, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. Votes may be taken.

Brian Borneman	James Normington	Steve Mongelli
Chris Barnaby	Anton Chernosky	Cody Collins
Jeff Beal		

Mr. Sheehan informed the Board that the Fire-EMS Chief requested to table items 3.1 -3.3 until the next regularly scheduled meeting. The Board unanimous agreed to table.

- 3.2 Appoint Jon Kinney, Kimberly Seymour and Jason Fischer as Firefighter/EMT-B for the Townsend Fire-EMS Department for a term effective January 31, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. Votes may be taken.  
Tabled until February 14, 2012.
- 3.3 Appoint Maria Imperiali as an on-call EMT for the Townsend Fire-EMS Department for a term effective January 31, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. Votes may be taken.  
Tabled until February 14, 2012.
- 3.4 NT moved to appoint Barbara Ammendolia as a part-time Telecommunicator to effective February 1, 2012 to June 30, 2012. SL seconded. Unanimous vote.

### IV. WORK SESSION

- 4.1 Board of Selectmen Updates/Reports

There were no Selectmen's updates or reports.

- 4.2 Town Administrator Updates/Reports

Mr. Sheehan informed the Board the recent changes to the agenda are reflective of the Attorney General's Open Meeting Law guideline and decisions. Mr. Sheehan relayed the Board received an alternate proposal for the compensation/classification and asked the board would like to discuss and/or review.

- 4.3 NT moved to approve and sign the payroll warrant out of session. SL seconded. Unanimous vote.
- 4.4 NT moved to approve and sign the bills payable warrant out of session. SL seconded. Unanimous vote.
- 4.5 At 10:15PM NT moved to enter into executive session under exemption 1 to discuss charges against an employee and to adjourn directly from executive session. SL seconded. Roll call vote SL (YES) NT (YES) and RP (YES).

Vote to release minutes of January 31, 2012 taken at the meeting held on \_\_\_\_\_, 2012.

**SELECTMEN'S MEETING AGENDA  
JANUARY 31, 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 January 17, 2012. A vote may be taken.

**II. MEETING BUSINESS**

- 2.1 Discussion, RE: Job Description/Job Title review and evaluation process for the Selectmen's Secretary.
- 2.2 Discussion, RE: Evaluation process for the Town Administrator.
- 2.3 Council On Aging, RE: Appointment of Donna Fenton as Meal Manager. A vote may be taken.
- 2.4 Recreation Commission, RE: Request to transfer land located behind Library/Senior Center to the Recreation Department.
- 2.5 Discussion, RE: Self-evaluation for the Board of Selectmen.
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- 2.8 Discussion/Update, RE: Hart Library & Town Hall Annex.
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  - 2.9.1 Governor's budget proposal and preliminary local aid numbers
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  - 2.10.1 Municipal Electric Utility "muni" legislation.
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- 2.11 Review/Approve Electronic Communication and Computer Usage Policy. Votes may be taken.
- 2.12 Review/Approve Remote Participation Policy. Votes may be taken.
- 2.13 Review/Approve application for a Class II renewal license for Country Auto Sales. Votes may be taken.
- 2.14 Review/Approve application for a Common Victualler renewal license for Townsend Rod & Gun Club. Votes may be taken.
- 2.15 Review/Approve contract amendment between the Town of Townsend and Montachusett Regional Planning Commission for FY11 Limited Housing Rehabilitation Program. Votes may be taken.
- 2.16 Review/Sign proclamation for an Eagle Scout Ceremony. Votes may be taken.
- 2.17 North Middlesex Regional High School: discussion of notification that the Massachusetts School Building Authority has invited NMRHS into the eligibility period and an invitation to

join the Regional School Committee at a meeting on Monday, February 13, 2012 at 6PM at the High School.

- 2.18 Notice of Vacancy: Historic District Commission
- 2.19 Review/Approve request for Albert J. Atwood Worthy Trust Fund as recommended by the Abram S. French Fund Committee.

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  - Brian Borneman      James Normington      Steve Mongelli
  - Chris Barnaby      Anton Chernosky      Cody Collins
  - Jeff Beal
- 3.2 Appoint Jon Kinney, Kimberly Seymour and Jason Fischer as Firefighter/EMT-B for the Townsend Fire-EMS Department for a term effective January 31, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. Votes may be taken.
- 3.3 Appoint Maria Imperiali as an on-call EMT for the Townsend Fire-EMS Department for a term effective January 31, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. Votes may be taken.
- 3.4 Appoint Barbara Ammendolia as a part-time Telecommunicator to effective February 1, 2012 to June 30, 2012. Votes may be taken.

### IV. 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