



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
FEBRUARY 14, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The meeting was called to order at 7:03P.M.
- 1.2 Roll call vote showed 3 members present: Chairman Robert Plamondon, Vice-Chair Sue Lisio, Clerk Nicholas Thalheimer (NT).
- 1.3 Notice that the meeting is being tape recorded.
- 1.4 RP added 3.8 Contract for Water Department

II APPOINTMENTS /HEARINGS

- 2.1 Andrew Shepherd, RE: Eagle Scout Project.
Andrew Shepherd met with the Board and presented his proposed Eagle Scout project. The project proposal included building a memorial at the Townsend Police Station with a cobblestone patio and walkway with a bronze statue of a police officer. Mr. Shepherd explained the proposed project is being planned in conjunction with the Police Chief and hoped the memorial could include a piece of metal from the 911 twin towers. Mr. Shepherd asked the Selectmen to send a letter to Port Authority of NY to request that the town be granted a piece of the tower for placement in the project. NT moved to approve a letter and authorize Andrew Sheehan to sign on behalf of the Board of Selectmen. SL seconded. Unanimous vote.
- 2.2 Sue Funaiole, Town Clerk RE: Announcement of Dog Tag Contest Winner.
The Congdon family and their dog Nashoba was announced as the winner for the #1 Dog tag contest. Ms. Funaiole presented the family with the prizes that included area businesses gift certificates.
- 2.3 Don Klein, Fire-EMS Chief:
 - Vacancy posting process. Votes may be taken.
 - Boy Scout Venture Crew. Votes may be taken.Fire-EMS Chief Don Klein asked the Board to agree to permanent vacancy postings for all on-call FIRE-EMS personnel. Mr. Sheehan relayed Town Counsel was consulted on the issue and the charter did not prevent such a posting. Ms. Funaiole, Town Clerk inquired to the procedure that is outlined in the Personnel Policies indicating a date for the applications to be filed. Mr. Sheehan suggested the posting include language that would read "until filled". NT moved to post vacancies on a permanent basis with wording that reflects until filled. SL seconded. Unanimous vote.

Tom Whittier met with the Board and explained the Venture Crew program sponsored by the Boy Scouts of America. Mr. Whittier stated the crew would be chartered by the Firefighter's Association and be insured by the Boy Scouts. The Board reviewed the proposal - see attached. Mr. Whittier asked the Board for their support and recognition of the program. Andrew Sheehan suggested a motion to support the partnership between the scouts and the Fire Department in relation to the Venture Crew. NT so moved, SL seconded. Unanimous vote.

III MEETING BUSINESS

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

The Board reviewed the policy - see attached. Andrew Sheehan reported that he worked with the MIS Director, Stephen Cloutier to the revise the policy with review from the Department Heads. Discussion included: software compatibility, accounting software packages, bridges that could be developed between financial software, development of a plan with timeline to streamline software incompatibility. SL moved to go along with it for now. NT seconded. NT amended; move to review and approve the Electronic Communication and Computer Usage policy. SL amended with a yearly review. SL seconded. Unanimous vote.

3.2 Update/review Forest Stewardship Plan.

The Board tabled review until the next Selectmen's meeting.

3.2 The Board reviewed the grant notification - see attached. NT moved to accept and sign the MassDEP Sustainable Materials Recovery Program Municipal Grant in the amount of \$5,500 for an open-top roll-off container for the collection and recycling of bulky rigid plastics and up to \$1,500 for education materials. SL seconded. Unanimous vote.

3.3 The Board reviewed the reimbursements - see attached. NT moved to approve and sign the Chapter 90 reimbursement request as submitted by Ed Kukkula, Highway Superintendent. SL seconded. Unanimous vote.

3.4 The Board reviewed the license renewal - see attached. NT moved to approve a Common Victualler renewal license for MPAC Foods, Inc., dba Cliff's Café & Catering. SL seconded. Unanimous vote.

3.5 The Board reviewed the one-day license - see attached. NT moved to approve the one-day liquor license application for Norman Richards in conjunction with a 60th Birthday Party to be held on February 18, 2012 with sale hours from 6:00P.M. to 10:00P.M. SL seconded. Unanimous vote.

3.6 NT moved to sign the election warrant for the March 6, 2012 Presidential Primary. (see attached warrant) SL seconded. Unanimous vote.

3.7 Acknowledge/discuss Public Hearing for M.B.T.A. Service & Fare changes.

Andrew Sheehan announced the M.B.T.A. has scheduled a public hearing for the local area in Fitchburg - see attached notice. SL informed the Board she will try to attend the meeting.

3.8 The Board reviewed the contract/agreement with Stantec Consulting - please see attached. NT moved to approve and endorse the contract regarding notice to proceed with respects to contract with Stantec for tank mixing system. SL seconded. Unanimous vote.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 NT moved to appoint the following as on-call firefighters for the Townsend Fire-EMS Department for a term effective February 14, 2012 to June 30, 2012 with a six month

probationary period contingent upon a pre-placement physical.

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

SL seconded. Unanimous vote.

- 4.2 NT moved to appoint Jon Kinney, Kimberly Seymour and Jason Fischer as Firefighter/EMT-B for the Townsend Fire-EMS Department for a term effective February 14, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. SL seconded. Unanimous vote.
- 4.3 NT moved to appoint Maria Imperiali as an on-call EMT for the Townsend Fire-EMS Department for a term effective February 14, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. SL seconded. Unanimous vote.
- 4.4 Re-Appoint Catherine Thrasher to the Board of Registrars for a term effective April 1, 2012 to March 31, 2015. Votes may be taken.
The Board tabled the appointment until their next meeting at the request of the Town Clerk.
- 4.5 NT moved to appoint Terrance McNabb to the Historic District Commission effective February 14, 2012 to June 30, 2013. SL seconded. Unanimous vote.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports

RP reported the Selectmen attended the meeting of the North Middlesex School Committee together with the Pepperell Selectmen and the Ashby Finance Committee. Discussion at the meeting included: a feasibility study for the High School, member towns debt, utilization of space, member town percentage for costs, and other capital updates.

5.2 Town Administrator Updates/Reports

Mr. Sheehan announced there will be a budget meeting on February 15, 2012 at 4:00P.M. for the School Committee for presentation of the Superintendent's budget proposal. Mr. Sheehan announced the School Building Committee and Superintendent Search Committee are looking for volunteers to serve. SL relayed a concern with North End Road, asking that the Highway Superintendent inspect the issue. Mr. Sheehan informed the Board; a water main break as result of a replacement utility pole on Brookline Street resulted in some residents not having water for a short period of time.

- 5.3 NT moved to review and approve the payroll warrant outside of the meeting. SL seconded. Unanimous vote.
- 5.4 NT moved to review and sign the bills payable warrant outside of the meeting. SL seconded. Unanimous vote.
- 5.5 NT moved at 8:21P.M. to enter into executive session under G. L. c. 30A, s. 21(a)(1) to discuss complaints brought against an employee and to adjourn directly from Executive Session. SL seconded. Roll Call vote taken: SL (YES) NT (YES) and RP (YES).

Vote to release minutes of February 14, 2012 taken at the meeting held on _____, 2012.

**SELECTMEN'S MEETING AGENDA
FEBRUARY 14, 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.

II APPOINTMENTS /HEARINGS

- 2.1 Andrew Shepherd, RE: Eagle Scout Project.
- 2.2 Sue Funaiole, Town Clerk RE: Announcement of Dog Tag Contest Winner.
- 2.3 Don Klein, Fire-EMS Chief:
 - Vacancy posting process. Votes may be taken.
 - Boy Scout Venture Crew. Votes may be taken.

III MEETING BUSINESS

- 3.1 Review/Approve Electronic Communication and Computer Usage Policy. Votes may be taken.
- 3.2 Update/review Forest Stewardship Plan.
- 3.2 Accept/Sign MassDEP Sustainable Materials Recovery Program Municipal Grant in the amount of \$5,500 for an open-top roll-off container for the collection and recycling of bulky rigid plastics and up to \$1,500 for education materials. Votes may be taken.
- 3.3 Approve/Sign Chapter 90 reimbursement request as submitted by Ed Kukkula, Highway Superintendent. Votes may be taken.

- 3.4 Review/Approve Common Victualler renewal license for MPAC Foods, Inc., dba Cliff's Café & Catering. Votes may be taken.
- 3.5 Review/Approve one-day liquor license application for Norman Richards in conjunction with a 60th Birthday Party to be held on February 18, 2012 with sale hours from 6:00P.M. to 10:00P.M. Votes may be taken.
- 3.6 Review/Sign election warrant for the March 6, 2012 Presidential Primary.
- 3.7 Acknowledge/discuss Public Hearing for M.B.T.A. Service & Fare changes.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appoint the following as on-call firefighters for the Townsend Fire-EMS Department for a term effective February 14, 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		
- 4.2 Appoint Jon Kinney, Kimberly Seymour and Jason Fischer as Firefighter/EMT-B for the Townsend Fire-EMS Department for a term effective February 14, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. Votes may be taken.
- 4.3 Appoint Maria Imperiali as an on-call EMT for the Townsend Fire-EMS Department for a term effective February 14, 2012 to June 30, 2012 with a six month probationary period contingent upon a pre-placement physical. Votes may be taken.
- 4.4 Re-Appoint Catherine Thrasher to the Board of Registrars for a term effective April 1, 2012 to March 31, 2015. Votes may be taken.
- 4.5 Appoint Terrance McNabb to the Historic District Commission effective February 14, 2012 to June 30, 2013. Votes may be taken.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports
- 5.2 Town Administrator Updates/Reports
- 5.3 Review/Sign Payroll Warrant
- 5.4 Review/Sign Bills Payable Warrant
- 5.5 Executive Session under G. L. c. 30A, s. 21(a)(1) to discuss complaints brought against an employee. Votes may be taken.