



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
Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
FEBRUARY 28, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:00PM.
- 1.2 Roll call showed Robert Plamondon (RP), Sue Lisio (SL), and Nicholas Thalheimer (NT) present.
- 1.3 RP gave notice that the meeting is being tape recorded. There were none.
- 1.4 Chairman's Additions or Deletions.
- 1.5 Review/Approve Meeting Minutes for January 31, 2012. NT moved to approve the minutes of 1/31/12. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Police Chief Erving M. Marshall, Jr., RE: Recognition of Ethan LeBlanc for his actions in an emergency situation.
Chief Marshall was joined by members of the Police Department, Communications Center, and Fire-EMS Department. The Chief introduced Ethan LeBlanc who was joined by his parents and grandparents. Chief Marshall played a recording in which Ethan, 3 ½ years old, called 911 on February 12 for help for his grandmother, Nana, who had suffered a seizure. All in attendance congratulated Ethan and he was given a rousing ovation. The Chief and Board of Selectmen presented Ethan with commendations. The Chief presented Ethan with a new bicycle and helmet.

Terry McNabb asked for an opportunity to thank the Board for appointing him to the Historic District Committee.

- 2.2 7:15P.M. Gary Shepherd, RE: Discussion of the Library/Senior Center
Gary Shepherd spoke to the Board about the Library/Senior Center/Meeting Hall. He said the heating, ventilation, and air conditioning system (HVAC) is not operating at the expected efficiency. He assured the Board that Sterilite and the Stone family are working to upgrade the system at no cost to the Town so it will operate at the intended efficiency. The Board thanked Mr. Shepherd, Sterilite, and Mr. Stone for their ongoing assistance and generosity.

III MEETING BUSINESS

- 3.1 Update/review Forest Stewardship Plan.

Mr. Sheehan informed the Board that Leslie Gabriiska and the Conservation Commission are working with a forester to undertake a forest stewardship plan on the Clement property. The property is under the care and custody of the Selectmen, but Ms. Gabriiska and the Commission are lending their expertise. The majority of the cost is being paid from a grant. Mr. Sheehan said the stewardship plan would evaluate the health of the forest and recommend management practices to maintain and improve its health. He said it is likely that a timber cutting would be recommended, but there is no way to know the extent until the plan is complete.

- 3.2 Discussion, RE: request of the Open Space & Recreation Committee for a letter of review for the Open Space and Recreation Plan.

The Board discussed the draft Open Space & Recreation Plan. Mr. Sheehan said the Open Space Committee is soliciting comments from departments and committees. The Board asked Mr. Sheehan to prepare a response for their consideration at the March 13 meeting.

- 3.3 Discussion, RE: review of average hours and salary for the Board of Registrars.

The Board reviewed information provided by the Town Clerk.

- 3.4 Review/discuss warrant article as submitted by the North Middlesex Regional School District for costs associated with a feasibility study for a high school renovation or reconstruction and whether to add a question to the annual election ballot to exempt debt from the provisions of Proposition 2 ½ .

The Board reviewed the warrant article and ballot language related to a feasibility study for the high school. Mr. Sheehan said it would be difficult to pay for the study within the levy and recommended including a proposition 2 ½ debt exclusion question on the annual election ballot. NT moved to include a debt exclusion on the annual election ballot. SL seconded. Unanimous.

- 3.5 Declare as surplus seven walkway lights formerly used on the Town Common as requested by the Cemetery & Parks Commissioners.

The Board was in receipt of a request from the Cemetery & Parks Commission to declare as surplus lights that previously adorned the Common. NT moved to declare the lights as surplus. SL seconded. Unanimous.

- 3.6 Review/Approve 2012 renewal of a Common Victualler License for Alliance Energy LLC, dba Mr. Mikes 238 Main Street Townsend, MA. Vote may be taken.

NT moved to approve a Common Victualler License for Alliance Energy LLC, dba Mr. Mikes 238 Main Street Townsend, MA. SL seconded. Unanimous.

- 3.7 Review/Approve a one-day liquor license for Norman Richard on March 23, 2012 in conjunction with a "40th Birthday Party". Vote may be taken.

At the request of the applicant no action was taken.

- 3.8 Review/Approve a one-day liquor license for Norman Richard on March 24, 2012 in conjunction with a "50th Birthday Party". Vote may be taken.

NT moved to approve a one-day liquor license for Norman Richard on March 24, 2012 in conjunction with a "50th Birthday Party". SL seconded.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appoint Catherine Thrasher to the Board of Registrars for a three (3) year term effective April 1, 2012 to March 31, 2015. Vote may be taken.

NT moved to appoint Catherine Thrasher as a Registrar for a three (3) year term effective April 1, 2012 to March 31, 2015. SL seconded. Unanimous.

- 4.2 Appoint Kimberly King to the Townsend Meeting Hall for a term effective February 28, 2012 to June 30, 2012.

NT moved to appoint Kimberly King to the Townsend Meeting Hall for a term effective February 28, 2012 to June 30, 2012. SL seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports

There were none.

5.2 Town Administrator Updates/Reports

Mr. Sheehan reported that Town Accountant Kim Fales has reconsidered her decision to resign and will be staying with the Town. Mr. Sheehan reported that Jeff Camber of the Highway Department has taken another job and has tendered his resignation. Mr. Sheehan announced that the Board of Selectmen will hold joint budget hearings with the Finance Committee on March 1 and March 15. Both meetings will be at the Town Hall at 7PM.

5.3 Review/Sign Payroll Warrant

NT moved to sign warrants out of session. SL seconded. Unanimous.

5.4 Review/Sign Bills Payable Warrant

NT moved to sign warrants out of session. SL seconded. Unanimous.

At 7:41 PM the meeting was adjourned.

**SELECTMEN'S MEETING AGENDA
FEBRUARY 28, 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 31, 2012.

II APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Police Chief Erving M. Marshall, Jr., RE: Recognition of Ethan LeBlanc for his actions in an emergency situation.
- 2.2 7:15P.M. Gary Shepherd, RE: Discussion of the Library/Senior Center

III MEETING BUSINESS

- 3.1 Update/review Forest Stewardship Plan.
- 3.2 Discussion, RE: request of the Open Space & Recreation Committee for a letter of review for the Open Space and Recreation Plan.
- 3.3 Discussion, RE: review of average hours and salary for the Board of Registrars.
- 3.4 Review/discuss warrant article as submitted by the North Middlesex Regional School District for costs associated with a feasibility study for a high school renovation or reconstruction and whether to add a question to the annual election ballot to exempt debt from the provisions of Proposition 2 ½ .
- 3.5 Declare as surplus seven walkway lights formerly used on the Town Common as requested by the Cemetery & Parks Commissioners.
- 3.6 Review/Approve 2012 renewal of a Common Victualler License for Alliance Energy LLC, dba Mr. Mikes 238 Main Street Townsend, MA. Vote may be taken.
- 3.7 Review/Approve a one-day liquor license for Norman Richard on March 23, 2012 in conjunction with a "40th Birthday Party". Vote may be taken.
- 3.8 Review/Approve a one-day liquor license for Norman Richard on March 24, 2012 in conjunction with a "50th Birthday Party". Vote may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.3 Appoint Catherine Thrasher to the Board of Registrars for a three (3) year term effective April 1, 2012 to March 31, 2015. Vote may be taken.
- 4.4 Appoint Kimberly King to the Townsend Meeting Hall for a term effective February 28, 2012 to June 30, 2012.

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