



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
MARCH 13, 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 taken showed 3 members present: Chairman Robert Plamondon (RP), Vice-Chairman Sue Lisio (SL), and Clerk Nicholas Thalheimer (NT)
- 1.3 RP informed the audience that the meeting is being tape recorded.
- 1.4 RP moved to add agenda item 3.7 to address 4 one-day liquor licenses and agenda item 3.8 for the water department contract for a tank mixing system.
- 1.5 NT moved to approve the meeting minutes of February 28, 2012, SL seconded. Unanimous vote.

II APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Unitil Tree Trimming Program: Sara Sankowich, Unitil Arborist, John DiNapoli, Municipal & Community Services Manager
The Board met with John DiNapoli and Sara Sankowich for discussion of Unitil's tree trimming and pruning program. Ms. Sankowich, Unitil's Arborist, gave the Board a handout outlining the pruning operation - see attached. Discussion included: increased budget in Massachusetts to \$1 million, improvements made to the pruning cycle, circuits in Townsend to be trimmed in 2012, a 5 year trimming cycle, and clearances of 10ft to the side and 15ft above, bid processes and oversight of operation, and handling of debris.
- 2.2 7:20P.M. Capital Planning Committee, RE: FY13 Capital Improvement Plan
The Capital Planning Committee met with the Selectmen to review the completed Capital Improvement Plan (CIP) and five-year Capital Expenditure plan - please see attached. Discussion included: scoring summary, requested capital expenditures, appropriations and revenues available to fund the plan. The Selectmen will address implementation of the plan when available funds are known.

III MEETING BUSINESS

- 3.1 Review/Comment, RE: Open Space Recreation Plan
The Board reviewed the action plan - see attached. Mr. Sheehan prepared several comments for the Board to review - see attached. The Board will review/revise the comments for approval at their March 27, 2012 meeting to meet the deadline of March 30, 2012.
- 3.2 Discussion, RE: Town Administrator Annual Review
Mr. Sheehan prepared a packet for the Selectmen to review with evaluation forms from other

- communities – please see attached. Discussion included peer review form and evaluation timeline. SL to revise and make modifications to the peer review form.
- 3.3 Review/Approve/Sign contract amendment/change order in the amount of \$10,100.00 for the new Ambulance. Chief Klein explained the reason for the amendment to the contract, informing the Selectmen that the Finance Committee approved a reserve fund transfer in this amount. Please see attachment amendment to contract. NT moved to endorse the amendment with Bulldog Fire Apparatus in the amount of \$10,100.00. SL seconded. Unanimous vote.
- 3.4 Vote to establish in accordance with M.G.L. Chapter 44 Section 53A, a Gift Account for donations made in the memory of Frances Araujo to be used for the benefit of the Townsend Senior Center Arts & Crafts program. Chris Clish, COA Director, met with the Board to ask that a gift account be set up for donations made in the memory of France Araujo. NT moved in accordance with M.G.L. Chapter 44 Section 53A to establish a gift account for donations made in the memory of Frances Araujo to be used for the benefit of the Townsend Senior Center Arts & Crafts program. SL seconded. Unanimous vote.
- 3.5 Review/Discussion FY13 Operating Budget draft.
The Board reviewed the draft operating budget as attached. RP objected to the salary increase in the Town Clerk and Water Department Operating Budgets as submitted. Sue Funaiole, Town Clerk argued the increase was necessary as the appeal process has not occurred and she wanted to be sure the money was appropriated for her Assistant in FY13. Other discussion included: job descriptions, appeal process, status of the HRS project, and objection to the Water Department salary increases. Mr. Sheehan informed the Selectmen, the North Middlesex School Committee certified their budget at \$3.4 million above the previous year's operating budget. For Townsend it would increase the budget by approximately \$1.3 million; the increased amount will necessitate an override warrant article and election vote. The Board set April 3rd & 4th to hear and review appeals to the compensation and classification plan.
The Board reviewed the budget – see attached. RP
- 3.6 Review/Discussion draft warrant articles for Annual/Special Town Meeting.
The Board reviewed the draft warrant articles under 3.5 along with the draft budget – see attached warrants. General discussion highlighted the following articles, Fire Station feasibility study, the town of Ayer joining the Nashoba Valley Technical High School agreement, an insurance assessment for MEGA, and land transfers for the Cemetery & Parks Department and Recreation Commission.
- 3.7 Pam Mariano of Bailey's Restaurant met with Selectmen to answer any questions regarding the one-day liquor license applications for the Townsend Ridge Country Club.
NT moved to accept the special one-day license for Townsend Ridge Country Club for an event to be held on March 23, 2012 from 2:00P.M. to 11:00P.M.
NT moved to accept the special one-day license for Townsend Ridge Country Club for an event to be held on April 2, 2012 from 2:00P.M. to 11:00P.M.
NT moved to accept the special one-day license for Townsend Ridge Country Club for an event to be held on March 26, 2012 from 6:00P.M. to 10:00P.M.
NT moved to accept the special one-day license for Townsend Ridge Country Club for an event to be held on March 17, 2012 from 6:00P.M. to 12:00A.M.
- 3.8 The Board reviewed the contracts as submitted. RP raised concerns that Town Counsel and the Town Accountant have not reviewed the contracts; further stating for the record he was aggravated by the Water Department and their chronic problem of submitting things last

minute. The Board tabled approval until their next meeting in order to have Town Counsel review the contract.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 NT moved to appoint Andrew Virostro as an on-call firefighter for the Townsend Fire-EMS Department effective March 13, 2012 through June 30, 2012 with a 6-month probationary period and contingent upon the passing of a pre-placement physical. SL seconded. Unanimous vote.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports

RP brought up the status of the R.F.P. for the old Hart Library. Questions regarding the scope of the library and lease conditions were discussed. Selectmen agreed the R.F.P. should have broad appeal with maximum options.

5.2 Town Administrator Updates/Reports

Mr. Sheehan informed the Board; the School Committee voted to incur debt for the North Middlesex Feasibility study. Mr. Sheehan informed the Board, the FIRE-EMS department is in need of on-call personnel.

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

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

RP moved to adjourn. SL seconded. Unanimous vote.

Vote to release minutes of March 13, 2012 taken at the meeting held on _____, 2012

**SELECTMEN'S MEETING AGENDA
MARCH 13, 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 Approval of Minutes: February 28, 2012

II APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Unutil Tree Trimming Program: Sara Sankowich, Unutil Arborist, John DiNapoli, Municipal & Community Services Manager
- 2.2 7:20P.M. Capital Planning Committee, RE: FY13 Capital Improvement Plan

III MEETING BUSINESS

- 3.1 Review/Comment, RE: Open Space Recreation Plan
- 3.2 Discussion, RE: Town Administrator Annual Review
- 3.3 Review/Approve/Sign contract amendment/change order in the amount of \$10,100.00 for the new Ambulance. Vote may be taken.
- 3.4 Vote to establish in accordance with M.G.L. Chapter 44 Section 53A, a Gift Account for donations made in the memory of Frances Araujo to be used for the benefit of the Townsend Senior Center Arts & Crafts program. Vote may be taken.
- 3.5 Review/Discussion FY13 Operating Budget draft.
- 3.6 Review/Discussion draft warrant articles for Annual/Special Town Meeting.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appoint Andrew Virostro as an on-call firefighter for the Townsend Fire-EMS Department effective March 13, 2012 through June 30, 2012 with a 6-month probationary period and contingent upon the passing of a pre-placement physical. Vote 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