



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**  
**MARCH 27, 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-Chair Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT).
- 1.3 RP stated the meeting is being tape recorded
- 1.4 Chairman's Additions or Deletions:  
RP deleted 3.6  
RP added 3.14 for discussion of alternate location for basketball courts.
- 1.5 NT moved to approve the meeting minutes for March 13, 2012. SL seconded. Unanimous vote.

**II APPOINTMENTS**

- 2.1 Fire Chief Don Klein, to discuss EMS, Advanced Life Support, and Agreement for Paramedic Intercept Services.  
Fire-EMS Chief Don Klein informed the Board that the ALS agreements the Town has with area communities are not generating enough income to justify the cost. He is proposing a new intercept agreement with the Towns. The new agreement allows for back up service and billing at a set fee. Chief Klein stated he will meet with the other communities and will come back at a future meeting for approval of agreements. The Board reviewed the revised agreement – see attached.
- 2.2 Fire Chief Don Klein, to discuss write-offs of ambulance receipts.  
Chief Klein reminded the Board the Town annually has an amount of ambulance billing that it is unable to collect. The Board reviewed the 2009 list – see attached. NT moved to write-off the ambulance receipts in the amount of \$23,144.25 SL seconded. Unanimous vote.
- 2.2.1 Chief Klein requested the Board accept a grant received from the Greater Lowell Community Foundation and the North Central MA Community Foundation.  
Chief Klein stated the two foundation grants will be in the amount of \$18,000.00 and will be used to purchase an off-road ambulance. NT moved to accept the grants from Greater Lowell Community Foundation and North Central MA Community Foundation in the amount of \$18,000.00. SL seconded. Unanimous vote.

- 2.3 Susan Funaiole, Town Clerk. To discuss the Town Clerk's FY13 budget request.  
RP questioned the additional salary in the submitted budget for the Town Clerk and the Assistant Town Clerk. Sue Funaiole, Town Clerk, explained she put a salary increase in her budget for the Assistant in anticipation of a favorable outcome of the appeals process. She said she is requesting a salary increase for herself. She said she based the increases on a salary survey she conducted and gave the Selectmen the results of the survey. Kathy Spofford, Assistant Town Clerk, requested the grade determination scale as it was not included with the manual. The increases in the budget will be addressed after the appeal hearings are complete.
- 2.4 Paul Rafuse, Water Superintendent. To discuss the Water Department's FY13 budget request. Paul Rafuse, Water Superintendent, and Niles Busler, Water Commissioner, met with the Board to discuss department salary requests. Paul Rafuse informed the Board he was questioning the salary information received from HRS. He claimed he checked with the towns HRS surveyed and the information is not correct. Mr. Rafuse gave the Selectmen a copy of his budget letter, informing the Selectmen he did give the letter to the Town Administrator in January.
- 4.3 Approve the hiring of Brenda Boudreau as the Office Administrator for the Townsend Water Department.  
NT moved to approve the hiring of Brenda Boudreau as the Office Administrator for the Townsend Water Department. SL seconded. Unanimous vote. NT moved to amend the original vote to add the hire date of March 13, 2012. SL seconded. Unanimous vote.
- 3.3 Contract for the tank mixing system.  
Mr. Rafuse outlined Town Counsel's response and concerns regarding the contract- please see attached. Mr. Rafuse also requested a public retraction of the comments made at the last Selectmen's meeting regarding the lateness at which the contract for the tank mixing system was delivered to the Board and Town Administrator. NT moved to approve the tank mixing system contract in the amount of \$42,462.00. SL seconded. Unanimous vote.

### III MEETING BUSINESS

- 3.1 NT moved to approve and sign the Annual Town election warrant for April 23, 2012. SL seconded. Unanimous vote.
- 3.2 Review/Approve comments for the Open Space & Recreation Plan.  
The Board reviewed the comments to submit to the Open Space Committee - please see attached. The process used to implement the plan was discussed with Niles Busler, Open Space Committee member. NT moved to submit the comments. SL seconded. Unanimous vote.
- 3.4 Discussion, RE: Personnel Polices & Procedures Manual.  
SL requested the Selectmen review the Personnel Polices Manual to bring them up to date and to and incorporate new ethics and open meeting law regulations and other locally-adopted policies. Carolyn Smart gave a history of the policies from draft to implementation outlining many concerns with applying the policies to all employees as they currently exist.
- 3.5 Discussion/update, RE: Hart Free Library request for proposals.  
Mr. Sheehan informed the Board the R.F.P. was almost complete and he hopes he will be ready to forward it to Counsel by the next Selectmen's meeting.
- 3.6 Deleted from agenda
- 3.7 Review/Approve/Sign amended memorandum of agreement with TowerCo Assets, LLC. The Board reviewed the amended agreement - please see attached. Mr. Sheehan informed the Board that the prior agreement referenced the wrong site plan. The new amended agreement

- corrects that error. NT moved to approve and sign the amended memorandum of agreement with TowerCo Assets, LLC. SL seconded. Unanimous vote.
- 4.4 Andrea Wood requested that agenda item 4.4 be addressed out of order. The Board agreed. Ms. Wood questioned the additional salary requested for the Veterans' Agent being out of line with the HRS recommendation and asked if the Selectmen were going to reduce the salary. The Board agreed the salary will be what HRS recommended. NT moved to appoint Joe Mazzola as Veterans' Agent for a term effective April 1, 2012 to March 31, 2013. SL seconded. Unanimous vote.
- 3.8 Discussion, RE Request for the upright piano to be moved to the Townsend Meeting Hall. The Board reviewed the request - please see attached. Question regarding the moving of the piano resulting in the Board requesting that a professional mover be hired in order to prevent damage to the piano or injury to any municipal employee. NT moved to approve the request subject to utilizing a qualified mover. SL seconded. Unanimous vote.
- 3.9 Rescind vote taken on January 17, 2012 to approve an All Alcoholic Section 12 liquor license To Townsend Ridge Country Club as requested. Mr. Sheehan explained the Townsend Ridge Country Club will be applying for a new license with a different Manager. NT moved to rescind the vote taken on January 17, 2012 regarding an all alcoholic section 12 license to the Townsend Ridge Country Club. SL seconded. Unanimous vote.
- 3.10 NT moved to approve a one-day liquor license application for Norman Richard on April 07, 2012 with sale hours from 7:00P.M. to 11:00P.M. SL seconded. Unanimous vote.
- 3.11 NT moved to approve a one-day liquor license application for Norman Richard on April 13, 2012 with sale hours from 7:00P.M. to 11:00P.M. SL seconded. Unanimous vote.
- 3.12 Review/discuss Annual and Special Town Meeting warrants.  
Mr. Sheehan explained there will be two (2) articles for the increase in the School budget. The second article is a contingent appropriation article for the amount above what had been projected in the operating budget. It would require a proposition 2 ½ override. On other Town Meeting Warrant topic Mr. Sheehan suggested consolidating the revolving account approvals into one article. He is also preparing an article authorizing the Town to pursue municipal electric load aggregation. The Board members expressed their support for the changes and additions.
- 3.13 Review/discuss response to Open Meeting Law complaint.  
The Board members read the response. NT questioned why the response was not allowed to be done in executive session. Mr. Sheehan said the response is not subject to one of the exceptions and is appropriately done in open session. NT moved to authorize the Chair to sign the letter. SL seconded. Unanimous vote.
- 3.14 Alternative Basketball Court location  
RP said he would like to have discussions with the School Committee and Recreation Commission regarding the old tennis courts located at Hawthorne Brook Middle School. He said this might be a better location for the proposed basketball/volleyball courts.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 NT moved to appoint Rebecca Borneman as a part-time telecommunicator effective March 27, 2012 to June 30, 2012 contingent upon the passing of the required psychological exams. SL seconded. Unanimous vote.
- 4.2 NT moved to approve the hiring of Jim Smith as equipment operator for the Highway Department. SL seconded. Unanimous vote.
- 4.5 NT moved to nominate for Appointment John A. King of 2 School Street, Townsend as

Animal Inspector to Perform Barn Book Inspections and Mary Letourneau of 352 Main Street, Townsend as Animal Inspector to Issue Quarantines for the Term Effective May 1, 2012 to April 30, 2013. SL seconded. Unanimous vote.

**V WORK SESSION**

5.1 Board of Selectmen Updates/Reports

- SL questioned the liquor license previously issued to Central Plaza Pizza, relaying the Pizza place now has new owners. Mr. Sheehan said Carolyn Smart informed him that Central Plaza Pizza is no longer serving alcohol.
- Meetings to hear employee classification appeals were scheduled for April 3 and 4.

5.2 Town Administrator Updates/Reports

- Mr. Sheehan informed the Board there is a meeting scheduled for April 9 with the School Committee and the Selectmen and Finance Committee from all committees to discuss the upcoming budget.

5.3 NT moved to approve and sign the payroll warrant outside the meeting. SL seconded. Unanimous vote.

5.4 NT moved to approve and sign the bills payable warrant outside of the meeting. SL seconded. Unanimous vote.

**VI EXECUTIVE SESSION**

NT moved at 8:58P.M. to enter executive session under exception 1 to discuss complaints or charges against a public officer, employee, staff member, or individual. SL seconded Roll Call vote SL (YES), NT (YES), and RP (YES).

Vote to release minutes of March 27, 2012 taken at the meeting held on \_\_\_\_\_, 2012

**SELECTMEN'S MEETING AGENDA  
MARCH 27, 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 March 13, 2012

**II APPOINTMENTS**

- 2.1 Fire Chief Don Klein, to discuss EMS, Advanced Life Support, and Agreement for Paramedic Intercept Services. Votes may be taken
- 2.2 Fire Chief Don Klein, to discuss write-offs of ambulance receipts. Votes may be taken.
- 2.3 Susan Funaiolo, Town Clerk. To discuss the Town Clerk's FY13 budget request
- 2.4 Paul Rafuse, Water Superintendent. To discuss the Water Department's FY13 budget request

**III MEETING BUSINESS**

- 3.1 Review/Sign Election Warrant for April 23, 2012 Annual Town Election. Votes may be taken.
- 3.2 Review/Approve comments for the Open Space & Recreation Plan. Votes may be taken.
- 3.3 Review/Approve Water Department Contract for a tank mixing system. Votes may be taken.
- 3.4 Discussion, RE: Personnel Policies & Procedures Manual. Votes may be taken.
- 3.5 Discussion/update, RE: Hart Free Library request for proposals. Votes may be taken.
- 3.6 Discussion, RE: Town Administrator performance appraisal. Votes may be taken.
- 3.7 Review/Approve/Sign amended memorandum of agreement with TowerCo Assets, LLC. Votes may be taken.
- 3.8 Discussion, RE Request for the upright piano to be moved to the Townsend Meeting Hall. Votes may be taken.
- 3.9 Rescind vote taken on January 17, 2012 to approve an All Alcoholic Section 12 liquor license to Townsend Ridge Country Club as requested. Votes may be taken.
- 3.10 Review/Approve a one-day liquor license application for Norman Richard on April 07, 2012 with sale hours from 7:00P.M. to 11:00P.M. Votes may be taken.
- 3.11 Review/Approve a one-day liquor license application for Norman Richard on April 13, 2012 with sale hours from 7:00P.M. to 11:00P.M. Votes may be taken.
- 3.12 Review/discuss Annual and Special Town Meeting warrants. Votes may be taken.
- 3.13 Review/discuss response to Open Meeting Law complaint. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Appoint Rebecca Borneman as a part-time telecommunicator effective March 27, 2012 to June 30, 2012 contingent upon the passing of the required psychological exams. Votes may be taken.
- 4.2 Approve the hiring of Jim Smith as equipment operator for the Highway Department. Votes may be taken.

- 4.3 Approve the hiring of Brenda Boudreau as the Office Administrator for the Townsend Water Department. Votes may be taken.
- 4.4 Appoint Joe Mazzola as the Veterans' Agent for a one-year term effective April 1, 2012 to March 31, 2013. Votes may be taken.
- 4.5 Nominate for Appointment John A. King of 2 School Street, Townsend as Animal Inspector to Perform Barn Book Inspections and Mary Letourneau of 352 Main Street, Townsend as Animal Inspector to Issue Quarantines for the Term Effective May 1, 2012 to April 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

**VI EXECUTIVE SESSION**

Executive Session under exception 1 to discuss complaints or charges against a public officer, employee, staff member, or individual.