



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
APRIL 10, 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-Chairman Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT)
- 1.3 RP announced the meeting is being tape recorded.
- 1.4 RP moved to add to following agenda item
 - 3.3 - One-day Liquor Licenses
 - 3.7 - Authorize Accountant as Signatory for FEMA Reimbursement
 - 3.8 - Sign grant amendment for MRPC
 - 5.5 - Executive Session
- 1.5 NT moved to approve the meeting minutes for March 27, 2012. SL seconded. Unanimous vote.

II APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Alcohol License Hearing, RE: Bailey's on the Green, LLC.
RP moved to open the public hearing at 7:05P.M. A sign-in sheet was circulated. NT read the legal notice into the record – see attached. Bill Blankenburg, Resident, read a letter of support into the record – see attached. Others in attendance that spoke in support of the application included: Licensing Agent, Erving M. Marshall, Jr., Ron Dion, Resident, and Derrick Fors, Townsend Ridge Country Club Golf Manager. NT moved to approve the all Alcoholic Liquor License for Bailey's on the Green, LLC. SL seconded. Unanimous vote. RP moved to close the public hearing at 7:15P.M.

III MEETING BUSINESS

- 3.1 Council On Aging Director, Chris Clish met with the Board regarding a grant to help fund the Senior Lunch Program – see attached. NT moved to accept a grant for the Council on Aging from the Community Foundation of North Central Massachusetts in the amount of \$2,809.00 and from the Greater Lowell Community Foundation in the amount of \$2,991.00 for the "Meal-Site Kitchen Manager Senior Lunch Program". SL seconded. Unanimous vote.
- 3.2 NT moved to approve a renewal application for a Common Victualler license to Cherry Hill Ice Cream Too, located at 53 Main Street in Townsend. SL seconded. Unanimous vote.

- 3.3 NT moved to approve a one-day liquor license for Norman Richard for May 4, 2012 with sale hours from 7:00P.M. to 11:00P.M. in conjunction with a Birthday Party. SL seconded. Unanimous vote.
- NT moved to approve a one-day liquor license for Derick Fors for April 20, 2012 with sale hours from 11:00A.M. to 6:00P.M. in conjunction with the Peter Raven Golf Tournament. SL seconded. Unanimous vote.
- NT moved to approve a one-day liquor license for Derick Fors for April 25, 2012 with sale hours from 3:00P.M. to 11:00P.M. in conjunction with a Members League Meeting. SL seconded. Unanimous vote.
- NT moved to approve a one-day liquor license for Derick Fors for April 28, 2012 with sale hours from 11:00A.M. to 6:00P.M. in conjunction with a Members Opening Golf Tournament. SL seconded. Unanimous vote.
- NT moved to approve a one-day liquor license for Derick Fors for April 14, 2012 with sale hours from 5:00P.M. to 11:00P.M. in conjunction with a Surprise Birthday Party. SL seconded. Unanimous vote.
- 3.4 Review/Approve Capital Improvement Plan
- The Board reviewed the memorandum submitted by Andrew Sheehan, Town Administrator - see attached. Discussion included: projects to be funded from other sources to include Water, Recreation, and Ambulance; requested amount to be funded from the capital stabilization account; clarification of scoring/rating the projects requested; radio upgrade and related costs. The Board unanimously agreed to the amount of \$266,931 to fund the capital projects as outlined in Mr. Sheehan's memorandum. The Capital Planning Committee to review recommendations and meet for discussion at the April 24, 2012 Selectmen's meeting.
- 3.5 Review/Approve/Sign Annual & Special Town Meeting Warrants.
- Mr. Sheehan updated the Board on the changes to the warrant - see attached warrants. Changes include: Snow & Ice assessment, mega assessment, clarification of transfer from ambulance receipts to operating budget in order to rescind reserve fund transfer vote, Tax Collector and Town Clerk salary increase, and consolidation of revolving fund and receipts reserved articles. The Board agreed to address the stipend employees and the Registrar salary at the April 17, 2012 meeting.
- NT moved to sign the Annual & Special Town Meeting warrants. SL seconded. Unanimous vote.
- 3.6 Discussion of FY2013 budget.
- Mr. Sheehan stated he reduced the abatement amount by \$10,000 after speaking with the Chief Assessor and added that amount to the revenues. Additionally he included cuts to the energy account for the Facilities budget, reduction in the Town Clerk and Assistant positions, health insurance, and Veterans benefits thereby balancing the budget.
- 3.7 Vote to authorize Kim Fales to sign a contract with FEMA for reimbursement for costs associated with January 2011 snow storm.
- Mr. Sheehan explained that Ed Kukkula, Highway Superintendent, and Shirley Coit, TEMA Director, applied to FEMA for reimbursement of costs associated with the snow storm in January 2011. The paperwork submitted listed Kim Fales as the signatory for the reimbursement and the Selectmen need to vote to authorize it. NT moved to authorize Kim Fales to sign a contract with FEMA for reimbursement for costs associated with January 2011 snow storm.
- 3.8 Vote to sign MRPC grant amendment for housing rehabilitation program.

The Board reviewed the amendment, please see attached. NT moved to sign the M.R.P.C. grant amendment for the housing rehabilitation program. SL seconded. Unanimous vote.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 NT moved to appoint the following to the Town Properties Committee effective March 1, 2012 to February 28, 2013:

Karen Chapmen - Conservation Commission Representative
Andrea Wood - Finance Committee Representative
Laura Shifrin, Board of Assessor Representative
Karen Coughlin, Planning Board Representative
Alice Struthers, Member at Large

SL seconded. Unanimous vote.

4.1 NT moved to appoint Edward Snapp to the Council On Aging Board for a term effective March 12, 2012 to June 30, 2014. SL seconded. Unanimous vote.

4.2 NT moved to appoint Pauline Bradt to the Council On Aging Board for a term effective March 12, 2012 to June 30, 2004. SL seconded. Unanimous vote.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports

RP asked for an update to the progress of the R.F.P. for the Library. Mr. Sheehan, Town Administrator, reported he still had a few more hours of work on it and should have it ready to send to counsel by the end of the week.

5.2 Town Administrator Updates/Reports

- Mr. Sheehan gave an update on the progress on the website development.
- Mr. Sheehan updated the Board regarding the cable renewal process and suggested a cable television advisory committee should be re-established. Deadline for volunteers to submit applications for the committee to be April 20, 2012. NT moved to establish the Cable Television Advisory Committee with five members for a term to be determined at the time of appointment. SL seconded. Unanimous vote.

5.3 NT moved to approve and sign the payroll warrant outside of 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.

5.5 Executive Session under G. L. c. 30A, s. 21(A)(2) to conduct negotiations with Police Chief Erving Marshall, Jr. Votes may be taken.

NT moved to enter into executive session at 8:55P.M. for the purposes of contract negotiation under M.G.L. Chapter 30A, s 21(A)(2). SL seconded. Roll call vote SL (YES), NT (YES), and RP (YES).

Vote to release minutes of April 10, 2012 taken at the meeting held on _____, 2012

SELECTMEN'S MEETING AGENDA
APRIL 10, 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: **3.3, 3.7, 3.8, 5.5**
- 1.5 Review/Approve Meeting Minutes for March 27, 2012.

II APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Alcohol License Hearing, RE: Bailey's on the Green, LLC.

III MEETING BUSINESS

- 3.1 Accept a grant for the Council on Aging from the Community Foundation of North Central Massachusetts in the amount of \$2,809.00 and from the Greater Lowell Community Foundation in the amount of \$2,991.00 for the "Meal-Site Kitchen Manager Senior Lunch Program".
- 3.2 Review/Approve a renewal application for a Common Victualler license to Cherry Hill Ice Cream Too, located at 53 Main Street in Townsend.
- 3.3 Review/Approve a one-day liquor license for Norman Richard for May 4, 2012 with sale hours from 7:00P.M. to 11:00P.M. in conjunction with a Birthday Party.
 - Review/Approve a one-day liquor license for Derick Fors for April 20, 2012 with sale hours from 11:00A.M. to 6:00P.M. in conjunction with the Peter Raven Golf Tournament.
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- Review/Approve a one-day liquor license for Derick Fors for April 14, 2012 with sale hours from 5:00P.M. to 11:00P.M. in conjunction with a Surprise Birthday Party.
- 3.4 Review/Approve Capital Improvement Plan
- 3.5 Review/Approve/Sign Annual & Special Town Meeting Warrants
- 3.6 Discussion of FY2013 budget
- 3.7 Vote to authorize Kim Fales to sign a contract with FEMA for reimbursement for costs associated with January 2011 snow storm.
- 3.8 Vote to sign MRPC grant amendment for housing rehabilitation program.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.3 Appoint the following to the Town Properties Committee effective March 1, 2012 to February 28, 2013:
 - Karen Chapmen - Conservation Commission Representative
 - Andrea Wood - Finance Committee Representative
 - Laura Shifrin, Board of Assessor Representative
 - Karen Coughlin, Planning Board Representative
 - Alice Struthers, Member at Large

- 4.4 Appoint Edward Snapp to the Council On Aging Board for a term effective March 12, 2012 to June 30, 2014.
- 4.5 Appoint Pauline Bradt to the Council On Aging Board for a term effective March 12, 2012 to June 30, 2004.

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)(2) to conduct negotiations with Police Chief Erving Marshall, Jr. Votes may be taken.