



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Nicholas Thalheimer, *Chairman*
Andrew Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

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SELECTMEN'S MEETING MINUTES
MAY 8, 2012
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 NT called the meeting to order at 7:03PM.
- 1.2 Roll call: Nicholas Thalheimer chairman, Sue Lisio, vice chairman, Robert Plamondon, clerk.
- 1.3 NT announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions NT announced the following additions: Add 3.6, 3.7, and 3.8
- 1.5 Review/Approve Meeting Minutes: May 1, 2012. RP moved to approve the minutes as written.

II APPOINTMENTS /HEARINGS

- 2.1 7:05PM Townsend Meeting Hall Committee to discuss creation of a new position entitled Meeting Hall Coordinator to coordinate scheduling the Meeting Hall. Suzanne Doust of the Meeting Hall Committee and Stacy Schuttler, Library Director, were present. Ms. Doust noted that the building has been open for 2 ½ years and the programs and use of the facility are constantly expanding. They use a program called EventKeeper to maintain the Meeting Hall schedule. There are numerous inquiries in addition to simply scheduling use of the facility and it is taking up a significant amount of staff time. The Meeting Hall Committee is proposing a 5 hour/week position to handle scheduling. They also hope the person will be able to attract more use of the Meeting Hall, thereby increasing revenues. They propose a stipend position to be paid out of the revolving account. SL asked that the job description be clarified to clearly state that the position reports to the Town Administrator and that the individual may be able to work from home. RP moved to create the position of Meeting Hall Coordinator with the modifications as discussed and a starting stipend of \$50/week. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Maria Lane Scholarship: Award the scholarship to a student recommended by North Middlesex Regional High School.
RP moved to award the Maria Lane Scholarship to the person recommended by the North Middlesex Regional High School and the name remaining confidential until the individual is notified. SL seconded. Unanimous.

May 8, 2012

- 3.2 Sign Bylaw: Discussion of sign bylaw pertaining to promotion of Town events.
SL noted that there is a constant need for ways in which to distribute community information and it appears our current bylaws do not adequately allow it especially as it pertains to temporary signs. The Board asked Mr. Sheehan to investigate how other towns treat temporary signs to announce government activity.
- 3.3 Executive Assistant to the Town Administrator: Discuss filling the vacant position.
Mr. Sheehan presented a memo to the Board calling for a modification of the job description for the executive assistant, adding hours to the Town Accountant, and creating a 10-hour/week clerical position in the Selectmen's Office. RP moved to authorize Mr. Sheehan to advertise the vacancy with the modified job description and modify hours as described in his memo of May 4, 2012. SL seconded. Unanimous.
- 3.4 Call for volunteers: Cable Television Advisory Committee and Energy Committee
Mr. Sheehan reminded the public that there are vacancies on the Cable Advisory and Energy committees.
- 3.5 Town Meeting follow-up.
Mr. Sheehan reported that he has had several conversations with employees and residents who have suggested ways to improve the Town Meeting experience. Among suggestions were including plain language summaries of warrant articles, projecting motions on the screen, and greater use of technology. SL noted that the Town Administrator should have a laptop so presentations can be projected during Town Meeting. A laptop would also be useful at Selectmen's meeting. The members were in agreement that Mr. Sheehan should identify funds within the budget to purchase a laptop.
- 3.6 1-Day Liquor licenses for Derick Fors, Townsend Ridge Country Club, 40 Scales Lane, Townsend, MA.
- Members League Night, May 9, 2012, 3PM-12AM
 - Marlboro Boosters Golf Tournament, May 12, 2012, 11AM-6PM
 - Forget-Me-Not Golf Tournament/Members League, May 16, 2012, 10AM-11PM
 - Wilton Main Street Association Golf Tournament, May 18, 2012, 10AM-6PM
 - St. Anna's Golf Tournament, May 19, 2012, 8AM-8PM.
 - Peter Twomey Classic, May 20, 2012, 12PM-8PM
- RP moved to approve the liquor licenses for the days and times noted. SL seconded. Unanimous.
- 3.7 Request for Transfer of Appropriations, Building Department.
Mr. Sheehan presented a year end transfer for the Building Department. The largest portion of the transfer is for repairs to the building Inspector's vehicle. The BOS and Mr. Sheehan discussed the value of continuing to put money into this vehicle which has about 180,000 miles. All BOS members expressed support for the transfer but agreed further investments in the vehicle did not make fiscal sense. RP moved to approve the transfer in the amount of \$1,800. SL seconded. Unanimous.
- 3.8 Special Election for Proposition 2 ½ Override for the North Middlesex Regional School District supplemental budget. June 21, 2012.
RP moved to set the date of June 21, 2012 for the special election for the NMRSD supplemental budget. SL seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Communications Center: Appointment of Catherine Whitney to the position of part time Telecommunicator through June 30, 2012.
RP moved to approve the appointment of Catherine Whitney as part time Telecommunicator through June 30, 2012. SL seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports: There were no reports.

5.2 Town Administrator Updates/Reports:

- Department of Revenue Public Works study: Mr. Sheehan reported that the Mass. Dept. of Revenue is unable to assist Townsend in this study, having recently provided studies on police/dispatch regionalization with Ashby and the financial management review. He will prepare a memo outlining the Town's options for pursuing a consolidated DPW.
- Nashua/Nissitissit/Squannacook Wild & Scenic Rivers study: Mr. Sheehan reported that legislation has been filed in Congress to undertake a study under the Wild & Scenic Rivers Act.
- Recreation Courts: Mr. Sheehan reported that Sterilite has offered to reconstruct the courts at Hawthorne Brook Middle School for the benefit of the Recreation Commission and the use of the schools during the day. SL and RP noted they were at the meeting and that there is a Recreation Commission meeting on 5/9/12 to discuss further. The Board expressed their appreciation for the offer from Sterilite and its liaison, Gary Shepherd.
- Hart Library: Mr. Sheehan reported that he hoped to have the RFP for the Board's review at the 5/22/12 meeting.

5.3 Review/Sign Payroll Warrant: RP moved to sign warrants out of session. SL seconded. Unanimous.

5.4 Review/Sign Bills Payable Warrant: RP moved to sign warrants out of session. SL seconded. Unanimous.

Executive Session under exemption 3 to discuss strategy with respect to litigation.

At 8:15PM RP moved to enter executive session under exemption 3 to discuss strategy with respect to litigation when discussion in open session would be detrimental; and to immediately adjourn without returning to open session. SL seconded. Unanimous.

8:15PM Adjourned to Executive Session.