



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

Nicholas Thalheimer, *Chairman*  
Andrew Sheehan,  
*Town Administrator*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*  
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**SELECTMEN'S MEETING MEETINGS**  
**MAY 22, 2012 - 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 NT called the meeting to order at 7:02PM.
- 1.2 Roll call: Nicholas Thalheimer (NT), chairman, Sue Lisio (SL), vice chairman, Robert Plamondon (RP), clerk.
- 1.3 NT announced that the meeting is being tape recorded
- 1.4 Chairman's Additions or Deletions: NT announced that item 3.5 is being deleted.
- 1.5 Review/Approve Meeting Minutes: April 24, 2012 and May 8, 2012. RP moved to approve the minutes for 4/24/12 and 5/8/12 as written. SL seconded. Unanimous.

**II APPOINTMENTS /HEARINGS**

- 2.1 7:05PM Energy Committee to present the draft Energy Reduction Plan for the Board's review and approval in advance of applying for Green Communities designation. Votes may be taken.  
Chris Champion, Sue Dejaniak, and Sandra Brown were present to discuss the Green Communities application and ask the Board's approval of the energy reduction plan. Mr. Champion explained that the energy reduction plan lays out the steps by which the Town will reduce its energy use by 20% in the next five years. Among other things, the Committee is looking at replacing pumps with more efficient models, upgrading lighting and other fixtures, and an anti-idling policy. SL recommended looking at the windows and doors at the West Townsend Reading Room. She also mentioned an energy awareness program for school children and adults. RP moved to approve the energy reduction plan and to sign the letter of support. SL seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 FY13 Highway Material Bids: Highway Superintendent Ed Kukkula recommends awarding contracts based on an invitation for bids. Votes may be taken.  
The Board was in receipt of a memo from Ed Kukkula, Highway Superintendent. The memo recommended awarded contracts to the low bidders for highway materials. RP moved to award contracts as recommended in the memo from Mr. Kukkula. SL seconded. Unanimous.
- 3.2 Special Election for Proposition 2 ½ Override for supplemental appropriation for North Middlesex Regional School District. Votes may be taken.  
Mr. Sheehan explained that there are several actions needed in order to hold the special override election to supplement school funding. He explained that the clerks of the three

towns have agreed on a date of June 21. Town Clerk Sue Funaiolo is requesting approval to use paper ballots. And finally, the Board needs to sign the election warrant.

- Vote ballot language: RP moved to approve the ballot language as drafted. SL seconded. Unanimous.
- Vote to authorize the use of paper ballots: RP moved to authorize the use of paper ballots. SL seconded. Unanimous.
- Vote to sign special election warrant: RP moved to sign the election warrant for the special election to be held on June 21, 2012. SL seconded. Unanimous.

3.3 Notice of Committee vacancies: Cable Advisory Committee, Conservation Commission, Recycling Committee.

Mr. Sheehan announced vacancies on the Conservation Commission, Cable Advisory Committee, Recycling Committee, and Energy Committee. Interested residents can fill out a volunteer response form and return it to the Selectmen's Office.

3.4 1-Day Liquor licenses for John Fors, VFW Post 6538, 491A Main Street, Townsend, MA. Votes may be taken.

- North Middlesex Booster Club Fundraiser, June 15, 2012, 7PM-11PM.
- 25<sup>th</sup> Wedding Anniversary, June 16, 2012, 7PM-11PM.

RP moved to approve the one day liquor licenses for the Townsend VFW. SL seconded. Unanimous.

3.5 1-Day Liquor licenses for Derick Fors, Townsend Ridge Country Club, 40 Scales Lane, Townsend, MA. Votes may be taken.

- Members' League Night, May 23, 2012, 2PM-11PM
- Members' Memorial Day Event, May 26, 2012, 11AM-7PM
- Members' Memorial Day Event, May 27, 2012, 12PM-7PM
- Members' Memorial Day Event Finale, May 28, 2012, 11AM-8PM
- Members' League Night, May 30, 2012, 2PM-11PM
- The Bostonian Charity Golf Outing, June 1, 2012, 11AM-7PM
- Member Shootout, June 2, 2012, 11AM-7PM
- Executive Women's Golf Association Southern New Hampshire Chapter Outing, June 3, 2012, 12-7PM
- Milford VFW Golf Outing, June 5, 2012, 9AM-6PM

At the request of the applicant no action was taken on these licenses.

3.6 Hart Library Request for Proposals: Review of draft RFP for redevelopment and lease of Hart Library

Mr. Sheehan reported that the RFP for the lease of the Hart Library is complete. He distributed a draft form of lease to be included. He outlined the procurement process and required legal notices and said proposals would be due in the middle of July.

3.7 Tennis & basketball court improvements at HBMS: update.

Mr. Sheehan reported that the project has commenced with tree removal at both the basketball court and tennis courts. SL said that she hoped tree cutting was limited to what is necessary.

#### IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 Meeting Hall Committee: Appoint Marcia MacMaster and Christine Clish to the Meeting Hall Committee. Votes may be taken with terms expiring June 30, 2012.

RP moved to appoint Marcia MacMaster and Christine Clish to the Meeting Hall Committee with terms expiring June 30, 2012. SL seconded. Unanimous.

- 4.2 Town Properties Committee: Appoint Kevin Smith to the Town Properties Committee with a term expiring June 30, 2012.  
RP moved to appoint Kevin Smith to the Town Properties Committee with a term to expire on February 28, 2013. SL seconded. Unanimous.

## V WORK SESSION

### 5.1 Board of Selectmen Updates/Reports

- RP announced that there is a blood drive on 5/25/12 at the Congregational Church.
- RP read an announcement about the Memorial Day Parade and related activities.
- SL noted that she had seen some tattered flags in her travels and asked that people pay attention to their flags and replace them if they are worn.
- RP read an item about the attendance at recent household hazardous collections at Devens. Townsend was well represented at the collections.

### 5.2 Town Administrator Updates/Reports

- Mr. Sheehan announced that the auditors, Melanson & Heath, have commenced work on the FY11 audit. When they finish FY11 they will begin FY12.
- Mr. Sheehan reminded everyone that there are currently two job vacancies: Executive Assistant to the Town Administrator and Meeting Hall Coordinator. Applications for both positions are due on 5/25/12.
- Mr. Sheehan reported that, based on the budgets approved by the House and Senate ways and means committees, the Town may receive an additional local aid amount. He expects final numbers are still several weeks away.

- 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.

The meeting was adjourned at 7:53PM.