

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

Nicholas Thalheimer, Chairman Andrew J. Sheehan,

Town Administrator

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SELECTMEN'S MEETING MINUTES JULY 31, 2012 – 7:00 P.M. SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:02 pm and roll call showed chairman Nicholas Thalheimer (NT) and clerk Robert Plamondon (RP) in attendance.
- 1.2 NT gave notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions: The chairman deleted items 3.1 and 3.4 RP read a notice from the Town Clerk stating that voter registration for the August 15 Special Town Meeting will be Saturday, August 4, at the police department.
- 1.4 Meeting Minutes: June 19, 2012; RP moved to accept. NT seconded. Unanimous.

July 3, 2012; RP moved to accept. NT seconded. Unanimous.

July 17, 2012; RP moved to accept. NT seconded. Unanimous.

July 24, 2012; RP moved to accept. NT seconded. Unanimous.

II APPOINTMENTS / HEARINGS

- 2.1 7:05 Energy Committee: Christopher Campion, Sue Dejniak, and Sandra Brown presented a plaque they received at the State House commemorating the designation of Townsend as a Green Community and discussed use of the grant award of \$156,825 toward energy reduction plan projects. RP and NT expressed their thanks to the committee for their hard work and dedication. Mr. Sheehan thanked the departments who assisted the Committee in collecting data.
- 4.7 Townsend Emergency Management Agency appointments: Appoint the following individuals to the positions and terms indicated:
 - TEMA Director: Shirley Coit, for a term from July 1, 2012 to June 30, 2015
 - TEMA Deputy Directors: Michael Grimley and Tom Whittier, for terms from July 1, 2012 to June 30, 2015
 - Townsend representatives to North Middlesex Area Planning Committee:
 - Shirley Coit, for a term from July 1, 2012 to June 30, 2015
 - o Don Klein, for a term from July 1, 2012 to June 30, 2013

• Karen Chapman, alternate member, for a term from July 1, 2012 to June 30, 2015 Shirley Coit requested the addition of deputy directors in order to have continuous coverage. RP moved to appoint the above-named individuals to the positions and terms indicated. NT seconded. Unanimous.

III MEETING BUSINESS

3.2 Approval of Meeting Hall Gallery Committee policy amendment to change terms from oneyear terms to staggered terms and to appoint the following to the terms noted:

July 1, 2012 – June 30, 2015: Alice Struthers and Kim King

July 1, 2012 – June 30, 2014: Nancy French and Marilyn Brown

July 1, 2012 – June 30, 2013: Tracy Taylor.

RP moved to approve the Meeting Hall Gallery Committee policy amendment to change to staggered terms and to appoint the above-named individuals to the positions and terms indicated. NT seconded. Unanimous.

3.3 Special Town Meeting and Special Election for North Middlesex Regional School District FY13 budget.

Mr. Sheehan gave an update that the Board met last week to sign Warrants for the school budget. The new budget would require a \$417,728 override to be presented at Special Town Meeting Wednesday, August 15, 2012 at 7:00 pm. Pepperell will hold their town meeting Monday, August 13 and Ashby will hold theirs Tuesday, August 14, 2012.

The Special Election for the override will be held Tuesday, August 28, 2012 from 8 am-8 pm. Voter registration will be held Saturday, August 4 at the police station. NT reminded residents absentee ballots are available.

3.5 Chapter 90 Project Request: Highway Superintendent Ed Kukkula requests the Board sign the Chapter 90 project request forms to finish the Wallace Hill Road project. The estimated cost for completion is \$332,118.

RP moved the Board sign the Chapter 90 project request forms to finish paving Wallace Hill Road. NT seconded. Unanimous.

3.6 Personnel Polices & Procedures: discussion. The Board elected to table due to SL's absence.

IV APPPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 Appointment of Election Workers for a term from September 1, 2012 to August 31, 2013.
 RP questioned whether election workers receive any training. Mr. Sheehan will look into it and report back to the Board.

RP moved to appoint Election Workers for a term from September 1, 2012 to August, 31, 2013. NT seconded. Unanimous.

- 4.2 Appointment of Marcia MacMaster and Kim King to the Meeting Hall Committee for a term from July 1, 2012 to June 30, 2013. RP moved to appoint Marcia MacMaster and Kim King to the Meeting Hall Committee for a term from July 1, 2012 to June 30, 2013. NT seconded. Unanimous.
- 4.3 Appointment of Cable Television Advisory Committee: Appoint the following for terms from July 31, 2012 to December 31, 2012.

Jerry Racette	Kathleen Spofford	Stan Dillis
Steve Cloutier	John D'Angelillo	

RP moved to appoint the above-named individuals to the Cable Television Advisory Committee for terms from July 31, 2012 to December 31, 2012. NT seconded. Unanimous.

- 4.4 Appointment of Alternate Sealer of Weights and Measures: Appoint Steve Cullinane as Alternate Sealer of Weights and Measures for a term from July 31, 2012 to June 30, 2013.
 RP moved to appoint Steve Cullinane as Alternate Sealer of Weights and Measures for a term from July 31, 2012 to June 30, 2013. NT seconded. Unianimous
- 4.5 Approve the hiring of a truck driver in the Highway Department.RP moved to hire Brian Fenton as a truck driver for the Highway Department. NT seconded.Unanimous.

- 4.6 Approve the hiring of a fleet mechanic in the Highway Department. RP moved to hire Chris Morrill as a fleet mechanic for the Highway Department. NT seconded. Unanimous.
- 2.2 Highway Superintendent Ed Kukkula to discuss the process for granting and enforcing permits to cross, alter or construct; and to discuss upcoming activities and projects by the Highway Department.

Mr. Kukkula has looked into various permit processes and recommends adopting something that would better cover the town. RP would like to have a re-inspection within a certain time frame clause to the permit rules. Discussion continued on past and future projects and the ability to maintain road repairs. Mr. Sheehan and Mr. Kukkula will work on writing up a permit process and present it to the Board.

V WORK SESSION

- 5.1 <u>Board of Selectmen Updates/Reports</u> None
- 5.2 <u>Town Administrator Updates/Reports</u>
 - Mr. Sheehan reminded everyone of the Special Town Meeting on 8/15/12 and Special Election 8/28/12 regarding the school budget override.
 - He announced a seminar offered by the Office of Campaign and Political Finance on August 8 at 2 pm at Nissitissit School.
 - Mr. Sheehan also confirmed the water ban announcement by the Water Department that outside watering is only allowed on Thursdays between midnight and 9 am or after 5 pm.
- 5.3 Review/Sign Payroll Warrant. RP moved to sign warrants out of session. NT seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant. RP moved to sign warrants out of session. NT seconded. Unanimous.

Executive Session: to discuss strategy with respect to collective bargaining negotiations with the Telecommunications and Highway unions where open session may have a detrimental effect on the Town's bargaining position.

NT moved to adjourn to Executive Session at 7:58 pm. RP seconded. Roll call vote: RP: aye; NT: aye. Unanimous.