



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

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

Sue Lisio, *Vice-Chairman*

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SELECTMEN'S MEETING MINUTES
AUGUST 14, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:01 pm and roll call showed chairman Nicholas Thalheimer (NT), vice-chairman Sue Lisio (SL), 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 the Executive Session.
- 1.4 Meeting Minutes: July 31, 2012; RP moved to accept, NT seconded. Unanimous. SL abstained because she was not present.

III MEETING BUSINESS

- 3.1 Award contract for Fire-EMS Headquarters feasibility study. Votes will be taken.

Mr. Sheehan reported that an RFP was issued about a month ago for a consultant to prepare a feasibility study for new Fire EMS Headquarters. That facility would replace the building at 460 Main Street in West Townsend and the three buildings in the center of town (the ambulance garage behind Town Hall, the headquarters building at 13 Elm Street, and the Squannacook Hall building at 8 Elm) with a single structure that would host all the equipment in all four buildings presently. The Town received proposals from the following four firms: The Carell Group, CSS Architects, Inc., Winter Street Architects, and Kaestle Boos Associates, Inc. A screening panel established by Chief Klein forwarded a ranking of the technical proposals. They did not see the prices. Their results were evaluated by Mr. Sheehan along with the cost proposals. As a result Mr. Sheehan recommends the Board award the contract for the feasibility study at \$32,500 to Kaestle Boos. He added that the price is substantially lower than the \$50,000 that was appropriated at Town Meeting for this purpose.

RP moved to award the contract for the Fire-EMS Headquarters feasibility study to Kaestle Boos Associates, Inc. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:05 Squannacook Rail Trail Committee to update the Board on plans for the trail and discuss next steps.

Members of the Squannacook Greenways Board of Directors present were Steve Meehan, Robert Hargraves, Bill Rideout and Mark Cram. Mr. Meehan spoke for the non-profit

Squannacook Greenways (SG). SG is requesting the Board of Selectmen provide a letter of support to further the progress made on this project. If the BOS issues a letter of support DCR will lease the railroad tracks from the MBTA. This will allow SG to build the rail trail at no expense and with no liability to the Town. In the letter of support, DCR asks that the Town commit to building a sidewalk on Main Street in the Harbor and provide police patrols on the trail. Extensive discussion ensued. RP asked about abutter's concerns. Sheila Murphy, 170 Main Street, raised a number of concerns. Mr. Hargraves spoke as a resident abutting the rail trail in Groton and registered his support. The Board tabled the item until such time as Police Chief Marshall can give his input on the policing of the trail.

- 3.2 Authorize Andrew Sheehan, Town Administrator, to execute and submit the Town's Green Communities application.

Mr. Sheehan gave an update of the Green Communities presentation held Monday in Leominster. He says the next step is for the committee to submit a grant application detailing how they plan to spend the \$156,825.

RP moved to authorize Andrew Sheehan, Town Administrator, to execute and submit the Town's Green Communities application. SL seconded. Unanimous.

- 3.3 Request for the use of the Jefts Street field for a wedding and determination of a fee.

Mr. Sheehan explained that a couple would like to use the field behind Town Hall for their wedding reception.

RP moved to approve the request for the use of the Jefts Street field for a wedding reception requiring a \$250 refundable deposit and in lieu of a fee a donation will be made to a Townsend-based charity with a minimum amount of \$25 subject to signature of a waiver and indemnification. SL seconded. Unanimous.

- 3.4 1-Day Liquor license for John Fors, V.F.W. Post #6538, 491A Main Street, West Townsend, MA.

- 30th Birthday Party, August 31, 2012, 7PM-11PM
- Wedding Reception, September 8, 2012, 5:00PM-9:30PM
- 50th Wedding Anniversary, September 15, 2012, 7:00PM-11:00PM

RP moved to approve the one-day liquor license requests. SL seconded. Unanimous.

- 3.5 Personnel Policies & Procedures: discussion.

Mr. Sheehan will set up a conference call with Counsel to develop a timeline of what needs to be done and how to approach the entire project.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Request of Chris Clish, Council on Aging Director, to approve the hiring of Peter F. Buxton as a substitute van driver.

RP moved to approve the hiring of Peter F. Buxton as a substitute van driver for the Council on Aging. SL seconded. Unanimous.

- 4.2 Appoint Theresa Morse to the Energy Committee.

RP moved to appoint Theresa Morse to the Energy Committee for a term from 8/14/12-6/30/13. SL seconded. Unanimous.

- 4.3 Appoint Patricia O'Reilly to be the Crossing Guard for a term from July 1, 2012 to June 30, 2013.

RP moved to appoint Patricia O'Reilly to be the Crossing Guard for a term from July 1, 2012 to June 30, 2013. SL seconded. Unanimous.

- 4.4 Appointment of John Vaillancourt to the Townsend Cultural Council.
RP moved to appoint John Vaillancourt to the Townsend Cultural Council for a term from 8/14/12-6/30/13. SL seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports

- RP reminded everyone that there is a Special Town meeting tomorrow night at 7 PM regarding the school budget override. A quorum of 75 is needed to proceed.
- RP would like to invite Gary Shepherd and the Recreation Commission to the next meeting to resolve any outstanding issues on the courts being built at Hawthorne Brook. Mr. Sheehan gave an update that on 7/30/12 the Recreation Commission voted to commit up to \$40,000 for fencing, landscaping and other improvements. He is working with Kopelman & Paige to draft an inter-municipal agreement between the town and NMRSD because we must have an interest in the property before public funds can be spent. No substantial work has occurred lately at the site.
- RP stated his concerns about the quality of the roads and suggested that a list of road projects be posted on the website.

5.2 Town Administrator Updates/Reports

- Mr. Sheehan reminded everyone of the Special Town Meeting tomorrow night and Special Election August 28th from 8am to 8pm at Town Hall.
- He announced that there is a vacancy on the Planning Board. It will be posted for 10 days.
- The next Board of Selectmen meeting will be held August 28, 2012.

- 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.