



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**  
**JULY 3, 2012**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:01. The roll call showed chairman Nicholas Thalheimer (NT), vice chairman Sue Lisio (SL), and clerk Robert Plamondon (RP) present.
- 1.2 NT gave notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions: NT stated that items 3.6, 4.4, and 4.5 were additions to the agenda.
- 3.1 Devens Regional Household Hazardous Products Collection Program: Vote to approve the amendment to the intermunicipal agreement to allow the Town of Shirley to join Devens HHW.  
Mr. Sheehan reminded the Board that the Town of Shirley had recently joined the Devens HHW facility. He presented an amendment to the regional agreement for the Board to sign. RP moved to sign the amendment approving the addition of the Town of Shirley. SL seconded. Unanimous.
- 3.2 Request for Transfer of Appropriations: The Police Department requests approval to transfer \$10,000 from salaries and wages 210-5110 to the following accounts.
  - \$2,500 to energy 210-5210
  - \$2,500 to communications 210-5340
  - \$5,000 to professional services 210-5300.RP moved to approve the transfers for the Police Department. SL seconded. Unanimous.

**II APPOINTMENTS & HEARINGS**

- 2.1 7:05: Housing Authority appointment.  
The Board met in joint session with the Housing Authority Board to make appointments to fill up to two vacancies. In addition to the three members of the Board of Selectmen Laurie Shifrin of the Housing Authority Board was present. Ms. Shifrin stated that Kathy Araujo and Kevin Smith have submitted volunteer response forms and want to serve on the Housing Authority. She said there are no recommendations yet for a State-appointed candidate.  
RP moved to appoint Kathy Araujo to the Housing Authority Board for a term to expire at the next annual town election. SL seconded. 4-0: NT aye, SL aye, RP aye, Laurie Shifrin aye.  
RP moved to appoint Kevin Smith to the Housing Authority Board for a term to expire at the next annual town election. SL seconded. 4-0: NT aye, SL aye, RP aye, Laurie Shifrin aye.

**III MEETING BUSINESS**

- 3.3 Request for Transfer of Appropriations: The Highway Department requests approval to transfer \$5,000 from overtime 421-5130 to equipment repair 422-5295.  
RP moved to approve the transfer for the Highway Department. SL seconded. Unanimous.

- 3.4 Mandatory referral from the Zoning Board of Appeals regarding a special permit for Sherman V. Allen at 324 Main Street to continue a pre-existing non-conforming use as a full service gas station in the aquifer protection district.  
RP moved to provide no comment. SL seconded. Unanimous.
- 3.5 North Middlesex Regional School District FY13 budget update.  
Mr. Sheehan gave an update on the North Middlesex Regional School District FY13 budget. The School Committee will be meeting over the next couple of weeks to come up with a new budget. They are required by law to certify a new budget to the member towns by July 20. At that point it will be determined whether a Special Town Meeting and Special Election for an override will be required. Once the School Committee informs the towns of their budget the towns have 45 days to take final action, including any required town meeting or special election. If there is still no approved budget in place at that time, the process repeats until a budget is approved. If an approved budget is not in place by December 1, the Commissioner of Education will unilaterally impose a budget. Mr. Sheehan said the School Committee is meeting on 7/16, 7/19, and 7/20.
- 3.6 Request for Transfer of Appropriations: The Fire Department requests approval to transfer \$4,330.29 from Wages - On-Call Firefighters 220-5120-000 to Repair & Maintenance - EMS Equipment & Vehicles 220-5245-230.  
RP moved to approve the transfer for the Fire-EMS Department. SL seconded. Unanimous.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Appointment of Student Officer: As recommended by Police Chief Erving Marshall, appoint James Landi as Student Officer for the period July 16, 2012 to November 30, 2012.  
RP moved to approve the appointment of James Landi as Student Officer. SL Seconded. Unanimous.
- 4.2 Appointment of Special Police Officers. As recommended by Police Chief Erving Marshall, appoint Special Officers from the Lunenburg Police Department for the period July 1, 2012 to June 30, 2013.  
RP moved to approve the appointment of Special Officers from the Town of Lunenburg as described in the memo from Police Chief Marshall. SL Seconded. Unanimous.
- 4.3 Reappointment of Neil James McGorty as a constable from July 1, 2012 to June 30, 2015.  
RP moved to appoint Neil James McGorty as a constable. SL Seconded. Unanimous.
- 4.4 Reappoint Mary Small to the Conservation Commission for a term from July 1, 2012 to June 30, 2015.  
RP moved to appoint Mary Small to the Conservation Commission. SL Seconded. Unanimous.
- 4.5 Appoint Roger Rapoza, Jr. to the Conservation Commission for a term from July 1, 2012 to June 30, 2015.  
RP moved to appoint Roger Rapoza, Jr. to the Conservation Commission. SL Seconded. Unanimous.

#### **V WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports  
RP asked that the permitting process and oversight for permits to cross, alter, or construct within a public way be reviewed. He is especially concerned about requiring a final inspection. He asked that Highway Superintendent Ed Kukkula attend an upcoming meeting to discuss. Mr. Sheehan will arrange it.  
SL asked that a discussion of updating the Personnel Policies & Procedures Manual be added to the next agenda. She said she would like to begin discussing the process for reviewing and revising them.
- 5.2 Town Administrator Updates/Reports  
Mr. Sheehan informed everyone that trash collection will not occur on July 4<sup>th</sup> and the schedule will be pushed back a day for the rest of the week.
- 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.

7:40PM The meeting was adjourned.