



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Chaz Sexton-Diranian, *Vice Chairman*
Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

RECEIVED
OCT 04 2022
TOWN OF TOWNSEND
TOWN CLERK

	Topic: Board of Selectmen Time: May 17, 2022 18:00 Eastern Time {US and Canada}
Preliminaries:	Board of Selectmen meeting called to order at 6:07 p.m. with Chaz Sexton-Diranian and Veronica Kell present per roll call. Pledge of Allegiance recited. Veronica Kell announced that meeting is being recorded, is live on channel 9 and will be on Zoom afterwards.
Welcome & Thank you	Veronica Kell welcomed new Town Administrator R. Eric Slagle and Administrative Assistant Sabrina Moore and thanked Ross Perry for his continued support of the Selectmen's Office.
Public Comment:	Theresa Morse announced her late arrival at 6:09 p.m. and remote attendance. No Public Comment
Additions or deletions	None
Minutes Review:	Meeting Minutes from 05/11/22 were moved to the 05/31/22 meeting for approval to allow more time to review for Chaz Sexton-Diranian.
Appointments and Hearings:	None
Appointments of Officials/Personnel: Police Records Clerk	Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to appoint Jessica Demeo as Police Records Clerk effective 06/20/2022 contingent upon a CORI check and pre-employment physical with a one-year probationary period, roll call vote all in favor.
Laborers Cemetery and Parks	Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to appoint Riley Johnson, Michael Murray and Robert Sigmon as part-time intermittent season laborers in the Cemetery and Parks Department contingent upon a CORI check and pre-employment physical with a one-year probationary period, roll call vote all in favor.

Chief Procurement Officer	Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to appoint Town Administrator R. Eric Slagle as Chief Procurement Officer effective 05/18/22, vote all in favor.
Member of Conservation Commission - Deferred to 05/31/22-	The decision was made to defer Linda Mack's appointment as a member of the Conservation Commission to the 05/31/2022 Board of Selectmen meeting to allow Linda Mack to meet the current Commissioners since the request for appointment came to the Board of Selectmen before voted on by the Conservation Commission. It was clarified that the Board has authority to do so per Town Charter. The appointment was considered in response to a still open vacancy which has been posted in Summer 2021 and after thorough evaluation of credentials as a qualified candidate. Mr. Ross Perry announced that Jennifer Eaton had forwarded her resignation on the day of the meeting, which opens another spot in the Conservation Commission. The public was invited by Veronica Kell to apply for the soon to be posted additional vacancy of the Conservation Commission.
Member of Recycling Committee	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Sally Koivu as a member of the Recycling Committee for a term to expire on 06/30/2024. Short Discussion as to if all documents were on record, roll call vote all in favor.
Meeting Business: Review/Approve two job descriptions for the Water Department	<p>David Vigeant, Superintendent of the Water Department was present. No Water Commissioner was present due to their meeting at 7PM. Discussion of Job Descriptions for the Water Treatment Plan Operator and Distribution Foreman with the Board of Selectmen. In discussion it was clarified that the Distribution Foreman is an existing position which had to be expanded by some duties to encompass some overlap of the job descriptions. The Water Treatment Plant Operator is a new position, assigned by the DEP. In response to questions about a timeline it was projected the treatment plant will be built between Fall of 2023 to Spring of 2024.</p> <p>Dave Vigeant requested for the positions to go in effect July 1, 2022 for the three phases of the plant construction process, which also requires training from 6 months to 1 year. The Board expressed concern about the early hiring</p> <p>The Board tasked the Town Administrator to go over the job descriptions with David Vigeant, establish a timeline and plan for moving forward with the construction of treatment plant and maintenance of current staffing for operations as well as checking with the Union to ensure compliance with Union procedures regarding these job changes and to seek approval from the Union. The matter is to be presented again in the next BOS meeting of 05/31/22.</p>

Review/Approve
vacation buy-out
request for the Water
Department

David Vigeant, Superintendent of the Water Department requested a payout of his vacation. The Chair Veronica Kell explained that David's contract is not a personal services contract and there is no buyout provision in any of the Union Contracts. Most of the Unions allow for a 1-week rollover vacation by the end of the year. Last year because of COVID-19 an MOU was signed by the Board allowing a 2-week rollover for all the Union employees. David would lose 3-weeks vacation from his earned 4-weeks of vacation without the buyout. David stated that he had to cover the office instead of being able to take a vacation because the office was short staffed due to sicknesses and ongoing projects. Brief discussion and concern was voiced by Board members Theresa Morse and Veronica Kell. Chaz Sexton-Diranian read the letter received from the Union dated 05/17/22 in regards to the matter into record, in which the Union AFSCME COUNCIL 93, allowed David Vigeant 120 hour payout of the earned vacation time as a one-time event. This will not constitute a precedent; and will not be used in the future any further request on case by case basis. The Town Administrator R. Eric Slagle noted this would be a 3-week buyout of approx. \$4,900.00 total. The Board expressed concern this would set a precedent for future grievances.

A Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell for the Town Administrator R. Eric Slagle to ask for clarification from the Union and propose language for changing the 3rd paragraph in the letter. The vote was all in favor. David Vigeant gave his ok to that.

Review of ARPA
Policies (Expending
ARPA Funds Policy;
Designation of ARPA
Funds Policy;
Transfer of ARPA
Funds to Non-Profit
Policy)

Jennifer Thompson ARPA Consultant from Capital Strategic Solutions for the Town of Townsend is present remotely. Discussion of 3 ARPA Policies and defining of projects and how to go about spending and the process of making charges towards the ARPA money.

- First Policy: 2-2022 Define process of designated ARPA Funds.
- Second Policy: 3-2022 Sub Recipient Funding Agreement - For example funds being transferred to TEO.
- Third Policy: XXX Process for Allocating and Re-allocating ARPA funds (As people spend money there may be money left over that can go to other projects).
- ARPA Project Request Form.

First look at the ARPA policies by the Board and introduction of the ARPA policies. Veronica Kell read the first policy for discussion with the Board and discussion as to what changes need to be made.

The first reading for the policies was scheduled for the 05/31/2022 BOS meeting. The second reading for the policies was scheduled for the June BOS meeting.

Jennifer Thompson clarified that it is important to charge the right ARPA project to the right ARPA number, she needs the Accountant's report from Vadar, the expenditure report by project.

It is noted to notify the entity by email of project number for the department.

Veronica Kell explained she will make edits, distribute in email and send to the rest of the Board members for discussion in the meeting of 05/31/22.

Jennifer Thompson explained every time the Board votes an ARPA project it gets assigned an ARPA number, a unique identifier, which is matched in the General Ledger, in the Vadar system and treasury portal - so they all match. The Town Accountant will then set it up so that every time a department needs to pay an invoice, it will get charged to that identifier. Jennifer Thompson further explained, she will be looking at the Vadar reports quarterly as a second set of eyes, although reporting doesn't happen until next April.

Veronica Kell continued to read the first policy. The Board confirmed with Jennifer Thompson that all ARPA funds have to be allocated by December of 2024.

Veronica Kell continued to read the first policy and pointed out that if there is more than \$750,000 in allocation in a single year the Town is subject to a single Audit, which can be paid for with ARPA funds

Jessica Thompson clarified that when a third party has additional funding left over and another use is seen as important, the funds can be re-allocated within the allowed time frame to another project or can come back to the same project. She further clarified that the Sub Recipient Reporting comes back to the Board.

Review Use of the
Emergency Funds
Policy (formerly Use
of Worthy Funds
policy)

Emily McCaffrey, the Town's Community Services Coordinator was present in Selectmen Chambers. Emily McCaffrey wrote up the Emergency Assistance Funds process. Veronica Kell explained the 2014-01 Administration of Worthy Funds is supposed to be replaced by the Emergency Assistance Funds Policy.

Veronica Kell read the Emergency Assistance Funds Policy for review and discussion, as well as changes and outlined the following steps:

Requests can come in many ways and will get forwarded to Emily McCaffrey. Abraham S. French Committee they will conduct an application interview with the resident.

Public question made by Chris Nocella this is new to me I don't really know much about what we are talking about, is this new in town? Where do these come from?

Veronica pointed out that the policy has been around and can be found on the website under Board of Selectmen Policies under Worthy Funds Policy. Requests can come to the Town. People can qualify for certain things.

The Board discussed changes to replace policy 2014-01 with the Townsend Emergency Assistance Fund. Veronica Kell is to type up the changes, forward them to Emily McCaffrey for vetting and sending it to the Board. The Policy will be put on the 05/31/2022 for the first reading.

Public question by Andrea Wood remotely: When Abraham French is reduced down to its principal how is it accounted for within the process? The worthy funds that are deeded to the town by the will, the funds are not supposed to be spend past the principal.

Veronica Kell pointed out that the Board is aware of that, and it will be put in the policy.

Discuss Letter to Civic Plus establishing access and control of Town website

Veronica Kell explained the 3 people in charge of the website are no longer with the Town so we need to change that with CivicPlus. Veronica will work with the Town Administrator Eric Slagle on the email that needs to be sent. The Board verbally approved.

Discuss and vote on contract for accounting services

Ross Perry was present in Selectmen Chambers and announced that Terry Walsh will be retiring again and is leaving Townsend the 27th of the month. The position was posted since September and no qualified applicants were found, so it was decided to outsource this function. They have talked to 2 vendors and Eric, Terry and Ross recommended Melanson. They have been the Town's auditor. Ross Perry recommended Melanson to provide services that Terry indicated need to be done and work with the Assistant Town Accountant Lee O'Brien. Melanson can have somebody in the office as early as next Tuesday. The contract proposed was up to \$35,000.00 to close out the books and help with reconciliation through June 31st. \$90,000 going forward. Changing the cancellation terms 60 days vs 90 days. Melanson will be available in office 1 day a week and remotely available for research and questions as part of the contract at no extra charge. Carved out job description as part of the contract. The Assistant Town Accountant Lee O'Brien will be in office on her regular 16 hours and up to 19 hours including the additional six hours for ARPA related things without benefits for posting in the Vadar System.

Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to vote on a contract as outlined and dated 05/16/2022 with Melanson to provide accounting

	<p>services to the Town of Townsend through FY22. No Discussion Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.</p> <p>Motion was made by Theresa Morse to use Melanson Accounting Services Agreement for the remainder of the FY22 and FY23 for the May 16th contract and determination as stipulated in the contract. Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.</p> <p>Eric Slagle pointed out the Town Accountant's position will get checked if it is still up on the MMA and posted. Chaz recommends a list serve posting too.</p>
Discuss posting and selection process for ADA Coordinator	<p>Veronica Kell pointed out that the Town does not have an ADA Coordinator and no ADA Transition plan. The Town has applied through the MRPC for the last 2 years for a grant and were denied both times. The Town has a posting up for the Commission on Disabilities but never received a Volunteer Response Form for that. It was reposted at least twice since and there has also been an ad in Senior Center Newsletter trying to recruit for that.</p> <p>Chaz suggested to send a memo out to the existing board and committees that could be qualified for this type of position as ADA Coordinator. Eric Slagle pointed out that there are no set ADA Coordinator Rules but needs to have familiarity. Building Department or Health Department</p>
Review RFP for soccer fields	<p>James Gates is on remotely. Veronica Kell and James Gates will work on RFP for the soccer fields.</p> <p>Motion made by Chaz Sexton-Diranian and seconded by Theresa Morse to extend the lease with TAYSA for Squannacook Meadows through August 31, 2022. No Discussion. Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.</p>
Consider Recreation Department FY22 Revolving Fund adjustment	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to increase FY 22 Revolving Fund of the Recreation Department by \$12,000.00. No Discussion. Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.</p>
Consider Fire Department FY 22 Revolving Fund adjustment	<p>Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to increase FY 22 Revolving Fund of the Fire Department by \$6,500.00. Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.</p>
Work Session: ARPA Projects	<p>Moved to next Board of Selectmen meeting 05/31/22.</p>

Town Administrator Updates and Reports	None
Liaison updates	Theresa Morse and Chaz Sexton-Diranian briefly share updates.
Announcements:	Memorial Day Celebration to be put on the website Betty Mae Tenney letter read by Chaz Sexton-Diranian. Thank you to Betty Mae
Sign warrants	Motion made by Theresa Morse and Chaz Sexton-Diranian to review and sign payroll and bills payable warrants out of session. Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.
Addition to Agenda	None
Next Meeting	Tuesday, May 31, 2022 at 6 p.m. and Tuesday, June 07, 2022 at 6 p.m.
Executive Session (3):	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to enter Executive Session and to adjourn in Executive Session:</p> <ol style="list-style-type: none"> 1. Executive Session pursuant to GL c. 30(a), s. 21(a)(3) To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigation position of the public body and the Chair so declares regarding eviction action at Apt. 220 Country Estates. 2. Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with non-union personnel (Fire Chief) 3. Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with non-union personnel (Police Chief)
Adjournment:	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn at 10:17 p.m from Executive Session. Motion passed with all in favor.</p> <p>Recording of meeting found at: https://www.youtube.com/watch?v=10yi12Uz61o&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=9&t=5933s</p> <p>Minutes written by Sabrina Moore and submitted on 08/23/2022.</p>