



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, Chairman
Joseph Shank, Vice Chairman
Chaz Sexton-Diranian, Clerk

SELECTMEN'S MEETING Minutes FOR WORK SESSION, July 02, 2021, AT 12:00 P.M.

TCAM Inc. is inviting you to a scheduled Zoom meeting.

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TOWN OF TOWNSEND
TOWN CLERK

I. PRELIMINARIES – VOTES MAY BE TAKEN:

1.1 Call the meeting to order and roll call.

Meeting called to order at 12:03 pm with Chaz Sexton-Diranian (CSD) and Veronica Kell (VK) present.

1.2 Announce the meeting is being tape recorded.

Announced recording, on Channel 9 and Zoom will be posted on youtube.

1.3 Chairman's Additions or Deletions.

Under finances, add discussion of OWL device.

1.4 Approve minutes of June 21, 2021

Motion: (CSD) Move to approve the June 21, 2021, minutes as written. (VK) Second.

Vote: All in favor. Unanimous.

All approved minutes will be pdf'd and placed in the Approved folder under Selectmen Minutes in sharepoint.

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN: none

III. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN:

3.1. Appoint Jason Murray as an Associate member of the Zoning Board of Appeals for a term expiring on June 30, 2022.

Motion: (CSD) Move to appoint Jason Murray as an Associate member of the Zoning Board of Appeals with a term ending June 30, 2020. (VK) Second.

Vote: All in favor. Unanimous.



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3.2. Appoint Mistie Dimazure as temporary Executive Assistant to the Board of Selectmen for 8-hrs a week at Collins Grade D Step 1

Motion: (CSD) Move to hire Mistie Demazure as the temporary Executive Assistant to the BOS with an 8-hour work week with a salary on the Collins Scale Grade D Step 1 effective today, July 2, 2021. (VK) Second.

Vote: All in favor. Unanimous.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN: none

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Town Administration Updates and Reports.

5.1.1 Guardian IT updates

CSD would like permission to create a general Conservation@townsendma.gov mailbox.

Motion: (CSD) Move to create a Conservation@townsendma.gov mailbox for the Conservation Commission. (VK) Second

Vote: All in favor. Unanimous.

A billing came in to Guardian that CSD submitted to the accountant. CSD asked that the Accountant take any questions to Veronica.

VK asked that Mistie (temp Exec Asst) have a town email address and access to BOS files. CSD says that is underway.

CSD would like permission to distribute the new onboarding form to town dept heads. This is a way that employees who are leaving employmen are removed from the system, and new employees are added. The form will be added to sharepoint for review at the July 9 meeting and discussed with dept heads on July 13.

5.1.2 Finances

-Municipal Relief Transfers report

Three Municipal Relief Transfers were put in sharepoint for BOS:

1. *IT professional services over by \$18000 for FY21. Request is for \$23000 moved from ConsCom wages to IT professional services.*

Motion: (CSD) Move that \$23000 be transferred from \$8000 from ConsCom Agent wage of \$8000 and from ConsCom Support Staff wages the amount of \$18000 be moved to IT Professional Services. (VK) Second

Vote: All in favor. Unanimous.

2. *Motion: (CSD) Move \$25000 from the Facilities wages Operating Staff into the BOS Wages for Vacation BuyBack account with \$5000 remaining in the Facilities wages Operating Staff line item. (VK) Second.*

Vote: All in favor. Unanimous.

3. *Motion: (CSD) Move \$35000 from*

Vote: All in favor. Unanimous.

VK will print the MRTs and sign and send to FinCom.

- OWL purchase. Cost is \$929.98. Estimated tax is \$58.12 for a total of \$988.10. Voted to purchase at prior meeting based on cost and funding. Where will this be funded from in FY22 budget? Possibilities: MIS equipment. Or BOS Other Charges which has \$3000 or MIS Communication \$11500. Decision: MIS Communications



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- Andrea's question: Are we submitting a Reserved Fund Transfer for the boarding up of that building? Putting it in BOS under Other Charges. Form is on Selectmen's Drive for Reserved Fund Transfer.
- CSD suggests that we put a regular FinCom item on the agenda. FinCom update.
- Andrea requests to attend Department Head meetings as a FinCom representative. VK- next meeting is July 13.

5.1.3 Report on Interim search

VK sent out a request for representatives for the Interim Search committee:
2 Clerical - Jodie D and Janet L ; Supervisors ? ; Police ? Highway/Water is Kevin Keefe; non-union is Stacy S and Jared A; 3 BOS members. VK will contact unions to get named representatives.

5.1.5 Conservation Commission update

Hearing continuing to Aug 3 at 5:30; conservation email being set up; Interview this week for Conservation Agent by Board of Selectmen. Conservation Administrator will be posted for FY22.

5.1.6 Approve unregistered Vehicles Letter

Letter will be sent out for current violation. VK will put in sharepoint and share with Police officer.

5.2 Reports from Board liaisons.

Recreation Commission did their "load-in" yesterday at HBMS. They are using the gym and the outside area.

CSD had discussion with Cemetery and Parks - nothing to report

Shared Streets and Places - procurement advisers from state working with committee. Hope to get bid out again in a week.

Wild and Scenic Grant is waiting on NOI application that has not yet been heard by Conservation Commission. MESA has already ruled that the project can go forward. Grant funds have been received.

5.3 Announcements, Communications, etc.

CSD thanked all for attending Wall that Heals ceremony on July 1. Great job by Fire Dept on presentation of colors. Thanks to the community and all the volunteers.

VK noted there will be a Dedication Ceremony on Saturday, July 3, at 5 pm. July 1, 2001 ceremony will be posted on youtube.

5.4 Sign MOU for MRPC Green Communities grant out of session

Motion: (CSD) Move to sign the MOU for MRPC for Green Communities out of session. (VK) second.

Vote: All in favor. Unanimous.

5.5 Sign bills payable warrant for week of July 5 out of session

Motion: (CSD) Move to sign bills payable warrant out of session. (VK) second.

Vote: All in favor. Unanimous.

5.4 Next meeting- July 9 at noon

Announced.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN: none

VII. ADJOURNMENT:

Motion: (CSD) Move to adjourn at 12:47 p.m. (VK) Second.



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Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*

Vote: All in favor. Unanimous.

Submitted by Veronica Kell, July 11, 2021.