



## OFFICE OF THE BOARD OF SELECTMEN

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

R. Eric Slagle, Town Administrator

**RECEIVED**  
NOV 16 2022  
TOWN OF TOWNSEND  
TOWN CLERK

Topic: Board of Selectmen

Time: July 05, 2022 18:00 Eastern Time {US and Canada}

### I. Preliminaries:

1.1 Call the meeting to order and roll call

Board of Selectmen meeting called to order at 6:07 p.m. with Chaz Sexton-Diranian and Veronica Kell, Theresa Morse (remote) present.

1.2 Pledge of Allegiance

Pledge of Allegiance recited.

1.3 Announce the meeting is being tape recorded

Veronica Kell announced that the meeting is being tape recorded, is live on channel 9 and will be on the Town's YouTube channel afterwards.

1.4 Chairman's Additions or deletions

1.6 Deletion 4/5 Minutes as not ready  
3.2 Deletion in a Joint Meeting at a later date  
4.8 Deletion Social Media Policy

1.5 Public Comment Period

None

1.6 Review/Approve the meeting minutes for (4/2/2022, 4/4/2022, and 4/5/2022).

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to approve minutes for 04/02/2022 and 04/04/2022. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor, Theresa Morse was not present for the vote.

### II. Appointments and Hearings:

2.0 (6:05) Meet with MTC Labor Counsel

Attorney Adam Costa introduced Attorney Jane Friedman as MTC Labor Counsel consideration. The Board and Town Administrator interviewed Attorney Jane Friedman. Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to have Jane Friedman as the new Labor Counsel point of contact. Motion was passed with all in favor.

2.1 (6:30) Meet with TCAM Board

Moved out of order. TCAM Board of Directors asked for Board of Selectmen approval for a drop for the studio in 222 Main Street and a switch for analog to talk to digital. Discussion about understanding of the Board of Selectmen and TCAM Board about the agreement with TCAM and COMCAST.

Motion was made by Veronica Kell and seconded by Theresa Morse to place Chaz Sexton-Diranian as the Board of Selectmen representative on the TCAM Board of Directors. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian for a directive for the Town Administrator and the TCAM Board of Directors to work together to provide a timeline and a MOU. Motion was passed with all in favor.

**III. Appointments of Officials/Personnel:**

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to appoint Peter Eldridge as a probationary Police Officer effective July 11, 2022.

3.1 Appoint Peter Eldridge as a probationary Police Officer effective July 11, 2022.

Motion was passed with all in favor.

3.2 Appoint Emily Holmes as a Library Trustee through April 2023 Town election.

Deleted

3.3 Appoint Thomas Eyles as Cemetery and Parks intermittent seasonal laborer

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to appoint Thomas Eyles as Cemetery and Parks intermittent seasonal laborer. Motion was passed with all in favor.

**IV. Meeting Business:**

4.1 Review RFP for soccer fields at Squannacook Meadows

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to allow the Town Administrator to make updates to date and person and post the RFP for the lease for the Townsend soccer fields. Motion was passed with all in favor.

4.2 Review Report from Friends of the Bandstand and Cemetery and Parks Commission re: gazebo renovation/restoration

Extension was requested and granted by the Board. The Board was provided with a status write up. Moved to the July 19, 2022 Board of Selectmen meeting.

4.3 Second Reading of Emergency Assistance Funds Policy	Veronica Kell read Emergency Assistance Funds Policy into record. Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to adopt the 05-2023 Emergency Assistance Funds Policy. Motion was passed with all in favor.
4.4 Second Reading of ARPA Funds Expenditure Policy	Veronica Kell read ARPA Funds Expenditure Policy into record. Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to adopt the 02-2023 ARPA Funds Expenditure Policy. Motion was passed with all in favor. Veronica Kell to give to Eric Slagle all projects to forward to the department heads.
4.5 Second Reading of ARPA Funds Allocation/Reallocation Policy	Veronica Kell read ARPA Funds Allocation/Reallocation Policy into record. Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to adopt the ARPA Funds Allocation/Reallocation Policy and two attachments. Motion was passed with all in favor.
4.6 Second Reading of ARPA Sub-recipient Funding Policy	Veronica Kell read ARPA Sub-recipient Funding Policy into record. Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to adopt the 04-2023 ARPA Sub-recipient Funding Policy with amendments and attachment. Motion was passed with all in favor.
4.7 Second Reading of Vehicle Use Policy	<p>Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to waive the full reading. Motion was passed with all in favor.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to adopt the 06-2023 Vehicle Use Policy. Motion was passed with all in favor.</p>
4.8 Discussion of Social Media Policy	Deleted
4.9 Review/Approve Municipal Relief Transfers (MRTs)	<p>Veronica Kell screenshared MRTs. Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to approve Municipal Relief Transfers (MRTs as listed below) contingent upon Eric Slagle checking they were charged correctly. Motions were made with all in favor:</p> <ol style="list-style-type: none"> <li>1. \$1,000.00 from Land Use Wages to Accounting Wages – Support Staff</li> <li>2. \$35,000.00 from Land Use Wages to Accounting Professional Services</li> <li>3. \$100.00 from Health Insurance Town Share to BOH Prof. Services</li> <li>4. \$5,000.00 from Tax Collector Prof. Tech Services to Tax Collector Other Stipends</li> <li>5. \$1,000.00 from Health Insurance Town Share to General Property Liability &amp; Vehicle Insurance</li> <li>6. \$5,000.00 from Health Insurance Town Share to Facilities Repair &amp; Maintenance Equipment</li> </ol>

7. \$5,000.00 from Health Insurance Town Share to Facility – Support Staff
8. \$128.93 from Health Insurance Town Share to Flag Comm Prof. Services
9. \$2,000.00 from Health Insurance Town Share to Library – Repair and Maintenance Equipment
10. \$15,000.00 from Health Insurance Town Share to Medicare Town Share

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to approve Municipal Relief Transfer of \$2,000.00 from Health Insurance Town Share to Mis Prof Services. Chaz Sexton-Diranian voted yes, Theresa Morse vote yes, Veronica Kell voted no.

4.x.10 Consider ZBA & PB referral request for 24 Old City Rd (Scenic Rd Act)	Veronica Kell screenshared the Referral Notice. Board agreed to add in comments why there are two areas, can the stone be relocated from the new driveway to the excisting driveway.
4.x.11 Consider ZBA & PB referral request for change of use to multifamily for 256 Main St.	Veronica Kell screenshared the Referral Notice. Board agreed to add no comment
<b>V. Work Session:</b> 5.0 ARPA Projects – sidewalk at Harbor (ARPA-07)	The Board agreed to move forward with the ARPA Projects – sidewalk at Harbor (ARPA-07).
5.1 Select Board Goals for Town	The Board agreed to move 5.1 to the July 19 <sup>th</sup> Board of Selectmen meeting.
5.2 Town Administrator Updates and Reports.	<ol style="list-style-type: none"> <li>1. Pre-employment physicals and drug screens -new vendor request. The Board agreed to have Eric Slagle sign up new vendors.</li> <li>2. Farmers Market startup inquiry – The Board agreed to have Town Properties look into this.</li> <li>3. Town Clerk request to be assigned as designee to appoint Police Officers and/or Constables for the election - moved to July 19th Board of Selectmen meeting.</li> </ol>
5.2.1 Farmland of Local Importance	Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to allow the Town administrator Eric Slagle to sign the Farmland of Local Importance. Motion was passed with all in favor.

5.3 Reports from Board liaisons.	<ol style="list-style-type: none"> <li>1. Theresa Morse-Energy Committee: Master Energy Report to be fitted into the current Master Plan. Master Plan is with the Planning Committee for editing. Chaz Sexton-Diranian will bring the idea of an addendum to the Planning Board since he is the liaison for the Planning Board.</li> <li>2. Theresa Morse-Finance Committee: End of year transfers to be done different in the future. Discussion in next meeting.</li> </ol>
5.3.1 General Government	None
5.3.2 Elected Boards	None
5.3.3 Public Safety	None
5.4 Announcements, Communications, etc.	<ol style="list-style-type: none"> <li>1. Resignation Craig Stevens, alternate to the Zoning Board of Appeals effective June 23, 2022</li> <li>2. Notice of the Appeal to the Board of Selectmen decision regarding the Wine &amp; Malt Beverages Retail Package Store License Denial of Keni Corp d/b/a Honey Land Farms. Hearing will be held by the ABCC in video conference Monday August 1, 2022 at 10 a.m.</li> </ol>
5.5 Next meeting : July 19, 6 p.m.	Next Meeting PFAS Meeting Joint with the Board of Health and Board of Water Commissioners on July 13, 2022, 6 p.m., July 19, 2022, 6 p.m.
5.6 Review and sign payroll and bills payable warrants.	Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to review and sign payroll and bills payable warrants out of session. Motion passed with all in favor.
<b>VI. EXECUTIVE SESSION – VOTES MAY BE TAKEN:</b> 6.1 Executive Session (3) for potential litigation.	Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to adjourn at 9:13 p. m to Executive Session for potential litigation (3): <ol style="list-style-type: none"> <li>1. Hoarding Case at Country Estates</li> <li>2. Best Friends Vet Building</li> <li>3. Honey Land Farms Appeal</li> </ol> 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 and to adjourn from executive session. Motion passed with all in favor.
<b>VII. Adjournment:</b>	Recording of meeting found at: <a href="https://www.youtube.com/watch?v=UvdQu-ik3Fs&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=11">https://www.youtube.com/watch?v=UvdQu-ik3Fs&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=11</a>  Minutes submitted by Sabrina Moore on 11/15/2022.