



OFFICE OF THE BOARD OF SELECTMEN

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

R. Eric Slagle, Town Administrator

RECEIVED
JAN 19 2023

TOWN OF TOWNSEND
TOWN CLERK

I. PRELIMINARIES

- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Announce the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.

1.5 Public Comment Period.

1.6 Review/Approve the meeting minutes for 4/13/2022, 8/23/2022, 8/30/2022.

II. APPOINTMENTS AND HEARINGS

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

- 3.1 Appoint a Selectboard representative to the Capital Planning Committee

IV. MEETING BUSINESS

- 4.1 (6:30) Meeting with Mike Crowley, Land Use Coordinator, to discuss MBTA Communities

Topic: Board of Selectmen

Time: September 07, 2022 18:00 Eastern Time (US and Canada)

Board of Selectmen meeting called to order at 6:07 p.m. with Chaz Sexton-Diranian, Veronica Kell, Theresa Morse in person.

Pledge of Allegiance recited.

Veronica Kell announced that meeting is being recorded, is live on channel 9 and will be on the Town's YouTube channel afterwards. Additions: 4.x.11 Snowplow Contractor Rate Increase at 6:30PM with Jim Smith (remote), 4.x.12 SS4A through MRPC Letter of Support 4.9 Discussion of Open Meeting Law in Zoom, 4.6 West Townsend Reading Room reservation process moved up to 4.0 as Lois Rearick was present Deletions: 4.1 Meeting with Mike Crowley, Land Use Coordinator to discuss MBTA Communities, moved to 09/20/22 Meeting 1.6 Minute Review 04/13/2022, 08/23/2022, 08/30/2022
None

Deleted

None

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to nominate Theresa A. Morse as a Selectboard representative to the Capital Planning Committee. Theresa accepted the nomination. Motion was made with all in favor.

Deleted and moved to 09/20/2022 meeting.

4.2 Discussion of public transportation (LRTA; MRTA)

Veronica shared information regarding the thematic and that Townsend can be both Lowell Regional Transportation and part of the Fitchburg line and pointed to the email from 04/18/2022 from Bruno Fisher at MRTA explaining how to do it. Veronica Kell wanted to start the conversation what it would mean to have a park and ride in Town or a bus line going through and if the COA should keep the bus service as it is. This goes hand in hand with point 4.1 that was moved to 09/20/2022 meeting for discussion.

4.3 Discussion of NMRSD agreement with Townsend and non-profit use of facilities in Townsend.

Veronica Kell explained the agreement is how the Town can use the school grounds and buildings. R. Eric Slagle further explained that there are two agreements one being the regional agreement which would go to a Town meeting in the fall and one being the draft lease for Spaulding Memorial School. R. Eric Slagle would like to put in language that allows the Recreation Department to use the Spaulding building in the Summer. TAYBS was present during the discussion. Discussions about why the schools own the fields and buildings when before the Town owned it and leased it out. Now the Schools lease out the buildings. The question of when it changed came up and why the schools were able to sublease the use of the facilities. Squannacook and Hawthorne Brook are deeded to the School District and don't belong to the Town per Town Administrator. Spaulding is owned by the Town and leased to the School District per Town Administrator; the Town may have some rights to retain some of the use of the grounds for non-school purposes.

Keith Turgeon League President TAYBS (Townsend Ashby Youth Baseball & Softball) handed out letter right before the meeting and stated that 3 years ago, the policy started to get enforced to charge for use by the School. Town Softball Team repaired fields with their own money, asked to cut off the fields to keep with the Town when the lease is redone. The Town could propose this as amendments. Maintenance was not done, so Softball team maintained, and the School mowed some of the fields. Team is willing to take over the maintenance at 100% like on Craven field. Keith Turgeon explained because of the usage fees they may reconsider staying at Spaulding and moving to Ashby instead. Jess Fellows Board Member for Safety & Community of TAYBS explained that the Spaulding fields were a safety hazard when they started, and the Softball team took care of the maintenance on their own because the schools didn't. More games would bring in more business. \$20 per hour per field usage is being charged and there are 4 fields. The Board hoped to work something out with the Schools, so Town youth organizations would be able to use the facilities especially as people already pay taxes for the kids to use the school grounds for school.

R. Eric Slagle will work out a lease and have the draft reviewed by the Board with these amendments.

4.4 Planning Board
Referral re: Special Permit
Review for 227 Mason Rd
4.5 ZBA Referral re:
Application for Special
Permit Review for 227
Mason Rd

The Board was concerned by encouraging a scofflaw of disregarding the Bylaw and asking for forgiveness, proactive honesty would reap more positive results. 2 reasons why a business would start something without following regulations would be either they knew, and they didn't care, or they really didn't know as a lack of education. The Building Commissioner could issue fines for these violations, R. Eric Slagle will check with the Building Commissioner. The Comment for the Referral note was agreed upon as follows: The Selectboard would like to discourage asking for forgiveness as opposed to getting permission in the first place. Fines should be assessed for those who do not follow proper procedures.

4.6 West Townsend
Reading Room reservation
process

Changed to 4.0 and taken out of order for 6PM as mentioned in additions. Lois Rearick was present. Veronica Kell screenshared the website for West Townsend Reading Room and went over the information on the website. Lois Rearick shared the news that 2 people may be interested in joining the committee. Veronica Kell asked them to fill out a Volunteer Response Form and explained the process of applying for the Volunteer position. Theresa Morse shared that she is the Liaison for the Townsend Reading Room. Lois Rearick will be overseeing the Reading Room and Veronica Kell recommended for the rental process to go through the Board of Selectmen office handled by Admin Sabrina Moore going forward as well as to update the Rules and Regulations for scheduling. Lois Rearick will see Sabrina Moore for Volunteer Response Forms and process streamlining. Lois Rearick will sit with Theresa Morse once process is streamlined, and Committee is formed.

4.7 Constable Policy -
Discuss and First Reading

First reading of the policy into record by Veronica Kell. It was pointed out that the Policy was planned for a while. Grammatical change to Constable capitalization. By statute the statement signed by an attorney is necessary. Re-appointments by this policy will be for 3 years. Subsequent appointments subject to the same investigatory process. R. Eric Slagle couldn't sign as an attorney here because of Conflict of Interest. The policy had been reviewed by Town Counsel and was sent back to Town Counsel for comments on the CORI check. The second reading was scheduled for the 09/20/2022 meeting.

4.8 Discuss the
Community Compact Best
Practices grant application
for budgeting software.

R. Eric Slagle presented the package from ClearGov and wanted to apply for the 20,000.00 dollars. The Board wanted to try that for 1 year. The annual subscription will be put in the budget if it works well or apply for grants for it. A placeholder can be put in the budget for it per R. Eric Slagle. Chaz Sexton-Diranian wants a placeholder for IT and to know where it is located on the cloud.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to authorize Eric Slagle to apply for this grant to use the community compact grant for the budgeting software. Motion passed with all in favor.

4.9 Discussion of OML and zoom

Eric Slagle read the Open Meeting Law into record. It was stated as follows:

- Member of a body participation, video needs to be on.
- For public comment the Board Chair Veronica Kell would like their video on when called upon.
- It is allowed for a body or public is participation via phone but identification of who it is, is needed
- In joint meetings the Zoom participants need to have their camera on.
- If the Board is present and internet went down, the Board is allowed per OML to continue the meeting.

Eric will inform the Boards and Committees of compliance.

4.x.10 Proclamation for Raymond Boyes, Sr, 80th Birthday

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian in the honor of the 80th birthday to proclaim Tuesday September 20, 2022, Raymond Proctor Boyes Sr. Day. Proclamation was only for this year on this day. Veronica Kell read email request. Short Discussion as to when and why a proclamation is done and about how proclamations will be handled in the future. Board will sign the Proclamation and per email request will be presented by Kathy Spofford. Theresa Morse was asked to be present at the birthday but not to read the Proclamation. Motion passed with all in favor. Theresa Morse read the Proclamation.

4.x.11 Snowplow Contractor Rate Increase at 6:30PM with Jim Smith (remote)

Addition, 6:30PM Discussion with Jim Smith Highway Superintendent of the Memorandum dated 08/31/22 and the proposed early sign on incentive for FY23 to get Townsend closer to Mass Dot payments and surrounding Towns for snowplow contractors. Veronica Kell read the memo into the record. Veronica proposed a lower rate and then adding a 2% bonus for the early sign on which will then bring it very close to the \$4.34 amount.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to increase the rate for the Townsend Snowplow Contractors by the average of 3% over last year's rates with a 2% average over last year's rates for those who are committing early. Motion passed with all in favor. Budget questions will be revisited on 09/20/2022.

4.x.12 SS4A through MRPC Letter of Support

Addition. Request for letters of support for each of the Towns to sign off on. Veronica Kell read the letter of recommendation into the record.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian for R. Eric Slagle to sign the letter of support for Safe Street MRPC. Motion passed with all in favor.

V. WORK SESSION -
5.1 Town Administrator Updates and Reports.

1. Update on Condo Hoarding Case handled by Town Counsel with the Board of Health. A preliminary order for property clean up by close of business day Friday for emergency egress was issued. The eviction was still in process. The judge insisted that the cleanup happened anyway.
2. Eric Slagle will be applying for the grant.

5.2 Reports from Board
liaisons.

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

5.3 Announcements,
Communications, etc.

5.4 Next meeting -
September 20, 6 p.m.

5.5 Review and sign payroll
and bills payable warrants
out of session

VI: EXECUTIVE
SESSION

VII. ADJOURNMENT:

Theresa Morse: no news.

Chaz Sexton-Diranian: Planning Board has been active in doing a lot of things, Water Department has been doing a great job.

Veronica Kell would like a monthly report from the Town

Webmaster passed on to the Board of Selectmen about the website, because webpage parts were removed and changed without knowledge of Veronica Kell as webpage liaison.

Short Discussion as to Town emails for Committees and Boards. R. Eric Slagle to touch base with Guardian about cost and setup a process for Committees and Boards to get Town email addresses.

- Outdoor Lighting ZBA Hearing on September 21, 2022 at 6:15PM on improperly installed outdoor lighting. Veronica Kell read notice. Public was encouraged to attend
- Mattress container grant to collect mattresses
- Resignation of Andrew Perry from Fire Department
- Resignation of Marty Scott from Fire/EMS Department
- Request from Cultural Council and Retraction
- Townsend Master Plan Final Copy
- Invitation to Chamber of Commerce Invitation if Board of Selectmen is interested, RSVP by 09/19/2022
- Sept 16, 2022 at 6:30PM VFW observes a candlelight ceremony for POW MIA recognition day starting at the Townsend Common.

Next meeting - September 20, 6 p.m.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to review and sign payroll and bills payable warrants out of session. Motion passed with all in favor.

None

Motion was made by Theresa Morse and seconded Chaz Sexton-Diranian to adjourn at 08:45 p.m. Motion passed with all in favor.

Recording of meeting found

at: https://www.youtube.com/watch?v=e6hFVZT4_Bw&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=9&t=6568s

Minutes submitted by Sabrina Moore on 01/17/2023.

