



## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*

Chaz Sexton-Diranian, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

RECEIVED  
MAR 07 2023

TOWN OF TOWNSEND  
TOWN CLERK

Topic: Board of Selectmen

Time: October 04, 2022 18:00 Eastern Time (US and Canada)

### 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, 5/23/2022, 5/31/2022.

Board of Selectmen meeting called to order at 6:03 p.m. with Chaz Sexton-Diranian and Veronica Kell present in person, Theresa Morse present (remote).

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: None

Deletions: 1.6 Minutes 04/13/2022 and 4.3 Town Signage Bylaw  
None

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve meeting minutes for 05/23/2022. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve meeting minutes for 05/31/2022. Motion was passed with all in favor.

Meeting Minutes for 04/13/2022 were moved to the next meeting.

### II.

#### APPOINTMENTS+HEARINGS

- 2.1 Appoint Lois Rearick to the WTRR

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Lois Rearick to the West Townsend Reading Room Committee for a term to expire April 2025. Motion was passed with all in favor.

- 2.2 (6:30) Harrison Mayotte, Website revision presentation

Harrison Mayotte was present and spoke about the redesign of the Town website. He gave some updates: Personnel profiles are not a problem, Java is used and HTML and Java can be integrated easily, syncing is available for everyone by default. Thomas Jean - Project Manager from Revize was present remotely and shared a screen to show a demo of the system through PowerPoint slides. It was pointed out that during the demo phase there will be no payment to Revize. Once it is public the Town pays but there will be no double payment to Revize and CivicPlus. Harrison Mayotte reached out to a handful of references and had positive feedback and pointed out the great affordable functionality for Revize, but will check why sign ups dropped for Revize over the years.

III. APPOINTMENTS OF  
OFFICIALS/PERSONNEL

3.1 Appoint Trevor Jones  
per diem

Firefighter/Medic

3.2 Appoint Mark Vitale  
per diem

firefighter/Medic

3.3 Appoint Alana Rizzuti  
as Counselor for Reckids  
for the Recreation  
Department.

IV. MEETING BUSINESS:

4.1 Community Compact  
Grant – IT application;  
Budgeting SW Best  
Practice; Efficiency &  
Regionalization Best  
Practice Grant. Status,  
etc.

4.2 Public Transportation  
Task Force update.

4.3 Town Signage Bylaw  
report (new bylaw)

Eric Slagle pointed out that the Town has 3 options:

1. Civic Plus which is the cheapest version and very limited.
2. Revize more functionality and offers a free re-design.
3. Civic Plus Upgrade is very expensive and most functionality.

Eric Slagle will get the details and a potential timeline to the Board for discussion.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Trevor Jones per diem Firefighter/Medic contingent on a pre-employment physical and CORI check. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Mark Vitale per diem firefighter/Medic contingent on a pre-employment physical and CORI check. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Alana Rizzuti as Counselor for Reckids for the Recreation Department. Motion was passed with all in favor.

- R. Eric Slagle informed the Board that the Town applied for the Best Practice Grant for the ClearGov software. A ClearGov agreement was signed, which allows the Town to terminate it at no cost if the Town does not get the grant.
- Community Compact Grant for IT is to extend fiber from Town Hall to various Town Building Library, Senior, Fire Central, WTRR, Cemetery, Highway. Rec Building can be added if there is no fiber there already. Grant application is due on Friday and Guardian was still working on that.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to have R. Eric Slagle sign the Community Compact Grant for IT. Motion was passed with all in favor.

A Public Transportation Task Force for discussing what transportation is needed and how these are met by the different entities (LRTA, MART). 4 people will be in the working group: A Board of Selectmen Representative, a Council on Aging Representative, the Community Service Coordinator and the Planning Administrator will form a working group and hold one meeting a month with assigned tasks to everyone. R. Eric Slagle will talk to the Land Use Coordinator before any implementation about possible MBTA communities complications, as it may impact the category the Town is in. November 10th for possible first meeting.

Deleted, moved to a later meeting.

4.4 Town Bylaw enforcement discussion

Veronica Kell checked Town Bylaw enforcement with Town Counsel. Potential Warrant Article for Town Meeting was reviewed by the Board: The Building Inspector is the Enforcement Agent. Town Counsel suggested to match the existing Bylaws in verbiage and review Bylaws every 10 years. The last time the Townsend Bylaws were looked at was in the 1980's.

4.5 Shared Streets bike lanes at the Harbor.

The Town has funds left from the Shared Street and Spaces Grant which can be expended until middle of June 2023. The goal is to provide accessibility from Ash Street through the Rail Trail and to provide safety for bikers from Timberlee area directly to the rail trail, for this the plan is to put in bike lanes. Community Meeting for this will be on 10/05/2022 at 7PM. By end of October - December possible procurement and striping by the end of Spring. A Water Main will be put in as well. R. Eric Slagle will talk with the Water Department to see what the timeframe would be for bike lanes.

4.6 Zoning Board of Appeals mandatory referral for 161 Brookline Rd

Moved to October 18, 2022, meeting as the Board did not have enough time to review it.

V. WORK SESSION  
5.0 ARPA Projects

None

5.1 Town Administrator Updates and Reports.

- A lease agreement was signed for the soccer fields.
- Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to sign the lease agreement for Squannacook Meadows out of session. Motion was passed all in favor.
- Commonwealth project update to put the plaque out at the Common, the wording is going to have the name, served where he died in combat and the fact that he was the first citizen of the Town to have served in World War I. Included in the SharePoint was a picture of one done in the past. The specifics will come back to the Board of Selectmen with a possible arial photo of the Common. R. Eric Slagle will check with Cemetery and Parks Department for the location and make sure it is 12ft back from the Bandstand and possible festivals.
- Eric Slagle found a report on Retiree Health Insurance from KMS and reached out for a proposal to update an older report from December 2011. R. Eric Slagle will hope to have actuals by Mid-November and possible setup for a trust to fund it and discussions how to fund the trust will be had in the future.
- Single Audit necessary as expended sufficient federal funds in FY2021 from CDBG and NM Cares as a federal requirement. Cost of audit is \$3,500.00. Veronica Kell pointed out that with ARPA this will happen again possibly in FY23, but ARPA funds can be used for the single audit.

- Melanson Accounting services will exceed the set aside \$35,000.00 for closeout of FY22. The close out of FY22 was not finished yet. For FY23 Eric Slagle will double check the status. R. Eric Slagle pointed out that funding needs to be found to close out the books. The Town can pay for it but will be in deficit by the end of the year. Money at the end of FY22 was used to encumber the funds up to the estimated \$35K.
- MOU between the Town and TCAM as a wrap up of their operations and coverage of what the Town was looking for. The Board reviewed the MOU. Steve Sheldon, TCAM President was on remotely in case of questions. Veronica Kell has a question about paragraph 3 as there is a blank, she read it into the record. Steve clarified that the blank referred to the drops for the different buildings and existing equipment. Veronica Kell shared screen. The fiber optic cable is going to allow to communicate with no need to upgrade.
- Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to designate Town Administrator R. Eric Slagle as the signatory for the TCAM MOU. Motion was passed with all in favor. Steve Sheldon will make an appointment for signing it.
- R. Eric Slagle had talks with Town Clerk and Moderator that Special Town Meeting for December 13, 2022 can be set. There will be no Board of Selectmen meeting on November 29th.
- November 17, 2022 will be the first Budget Summit for the Schools. Harrison Mayotte will put School Meetings on Calendar.
- Last day of Land Use Coordinator will be Friday. R. Eric Slagle wished Mike Crowley well and mentioned the position was posted and had one application so far, hoping for more. For interviews before the 18th the interview team will be Beth Faxon, Veronica Kell, Eric Slagle, and Jessica Consolvo. Eric Slagle will touch base with all of them on Wednesday.
- Posting for the part-time Veteran's Service Officer position will be done after conversations with Pepperell and Ashby. A fulltime hire wouldn't be possible as the Budget is too short for all Towns. Towns are interested in one person to cover for the Towns, as an unofficial district working part-time in each Town. The other Towns would then also post and mention that it is a shared part-time in each job.
- Amendment to the Constable Policy to add a fee after research with other Towns. This would include what fee is required for the RMV check and administrative work required from the Town. Eric Slagle proposed to the Board to add a one-time application fee of \$150.00 for the Town over the 3 years.

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.

- Acknowledge retirement of Lt Mark Giancotti (Police Dept) and Joseph Mazzola (Veteran's Agent)
- Bike Lanes at the Harbor, Community Meeting via Zoom, Oct 5, 7 p.m.
- Haunted Trail, Oct 8
- Greg's Run, Oct 8

5.4 Next meeting -

5.5 Review of Fall meeting dates

- Motion was made by Theresa Morse and Chaz Sexton-Diranian to add a \$150.00 application fee to the Constable Policy covering the three-year term. Motion was passed with all in favor.

Theresa Morse:

- Conservation Committee worked on a flyer for the Public to understand what it means to have wetlands on their property.
- Finance Committee was working on a financial planning summary and following through with that.

Veronica Kell noted that the directive for the Budget is on the agenda for Board of Selectmen meeting of October 18, 2022.

- Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to set Townsends Official Trick or Treating time for October 31st from 6PM-8PM. Motion was passed with all in favor.

Fire Truck to support the Hurricane they leave at 5PM on Wednesday. Veronica Kell read the flyer into record, donations accepted at Central Fire Station. No cash donations, only goods.

The Board of Selectmen acknowledged retirements:

- Lt. Mark Giancotti (Police Department) 27 years of service with a Certificate of Appreciation. Veronica Kell read letter from Police Chief James Sartell to Mark Giancotti into record. There may be future announcements on Mark's retirement.
- Joseph Mazzola (Veteran's Agent) and 50 years of service, with a Certificate of Appreciation. Chaz Sexton-Diranian read the resignation of Joseph Mazzola into the record.
- Resignation: Bonnie Fitzpatrick as Assistant Recreation Director
- Resignation: Mike Crowley as Land Use Coordinator
- Resignation: Michael Virostko Townsend Affordable Housing Trust
- Haunted Trail will be on Saturday Night, link on the Townsend website
- Greg's Run
- North Middlesex band fundraising in progress
- Community Meeting Wednesday night at 7PM
- Historic District Commission will have a Public Hearing on October 19, 2022 at 4:30PM

Next Meeting will be Tuesday, October 18th at 6PM.

There will be no Board of Selectmen meeting on November 29, 2022. Regular Board of Selectmen meeting on December 6, 2022, Special Town Meeting, December 13, 2022.

5.5 Review and sign payroll and bills payable warrants.

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

VI: EXECUTIVE SESSION

None

VII. ADJOURNMENT:

Motion to adjourn at 8:01PM by Theresa Morse and seconded by Chaz Sexton-Diranian

Recording of meeting found at: <https://www.youtube.com/watch?v=-Wp129Rixds&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=10>

Minutes submitted by Sabrina Moore on 02/21/2023.