



## 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 18, 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.

Board of Selectmen meeting called to order at 6:00 p.m. with Chaz Sexton-Diranian and Theresa Morse present in person, Veronica Kell 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.

- 1.4 Chairman's Additions or Deletions.

Additions: Proclamation for Veteran's Day for Towns website to be added to 11/01/2022 meeting

Deletions:

- 2.1 deleted and moved to 11/01/2022 meeting
- 4.1 deleted and moved to 11/01/2022 meeting contingent upon notice from Town Properties.
- 1.6 - 6/21/2022 Minutes moved to 11/01/2022 meeting.

- 1.5 Public Comment Period.

Andrea Wood (remote) asked what the status of the FY21 audit is and if the books have been reconciled from FY22. The free cash was not certified yet and the FY21 audit was completed and sent to the Audit Committee. A Single Audit was in progress but not completed yet.

- 1.6 Review/Approve the meeting minutes for 4/13/2022, 6/7/2022, 6/21/2022

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve meeting minutes for 04/13/2022. Motion was made with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve meeting minutes for 06/07/2022. Discussion: moved minutes to the 11/1/2022 meeting for review of grammatical errors and length of minutes. No vote taken.

Deleted, Minutes review for 06/21/2022, moved to 11/01/2022 meeting.

### II. APPOINTMENTS AND HEARING:

- 2.1 (6:15) Annual review with TCAM & MOU discussion

Deleted, moved to 11/01/2022 meeting.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL: 3

.1 Appoint John Corwin as Council on Aging part-time van driver.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint John Corwin as Council on Aging part-time van driver. Motion was passed all in favor.

3.2 Appoint Dan Costa as an on-call Firefighter.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Dan Costa as an on-call firefighter. Motion was passed all in favor.

IV. MEETING BUSINESS:

4.1 Town Properties recommendation of transfer of property from Town of Townsend ownership to Townsend Cemetery and Parks ownership.

Deleted, moved to 11/01/2022 meeting.

4.2 Report on NMRSD Budget Summit

Discussion of recent Schools Budget Summit. Schools Budget Forecast was discussed in meeting and Townsend presented the FY24 fiscal picture and challenges. These were very preliminary numbers, but the balance budget will be a struggle with these numbers. The Town would still come out in the negative. The Schools heard very early in their process where Townsend stands with their numbers. R. Eric Slagle will reach out to the School Committee to clarify with the Schools if the Budget Summits are in lieu of presenting their budget to the Board of Selectmen in a different form. If the numbers stand the way it was presented the Board asked to have the Schools together with the Town get ready for an override presentation to start the conversation at the Special Town Meeting as the Town Budget includes the Schools, as well as other services for the Town.

4.3 Discussion of Budget Message to Department Heads

Departments are to provide their budgets for FY24 in January 2023, vote for the Board of Selectmen for this would be in November 2022. The Board would like to include the following as consideration for departmental budgets:

- No more than 2% increase across the board.
- Professional Services line what the anticipated professional services are and cost.
- Office supplies budget needs to be looked at and departmental budget used.
- Extra hours requested needs a justification for it.
- Each department to summarize costs to show if it comes out of that line item.
- If it is not all is spent in June from line item, consider to have it removed the next year.
- Remove some of the miscellaneous and other lines
- Adjusting transportation costs for trainings

R. Eric Slagle informed that the submission of the Budget should be including all steps for employment with collective bargaining agreements

	that level funds overtime and to extend reasonable tries to level fund the other non-salary expenses. The source funding for additional hours should be considered and build in FY24 increases as well as budgeting for energy costs realistically.
	The Board directed Eric to draft a statement and discuss in the November meeting.
4.4 Approve/Sign out of session all 2023 renewals for CLASS I, II, III licenses	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve/sign out of session all 2023 renewals for Class I, II, III licenses contingent upon receipt of required documentation and payment. Motion was passed with all in favor.
4.5 Approve and sign outside of a meeting all 2023 renewals for Entertainment licenses.	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve/sign out of session all 2023 renewals for Entertainment licenses contingent upon receipt of required documentation and payment. Motion was passed with all in favor.
4.6 Discussion of Veteran's Day holiday and day after Thanksgiving holiday with respect to union and non-union employees.	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian everything stays as is. Motion was passed with all in favor. R. Eric Slagle to start discussions with the Unions in January 2023.
4.7 Community Compact Best Practice Grant application for digitizing Municipal and Police records	R. Eric Slagle is to reach out to company to get a general quote. Police Department may have a quote already. Only two are allowed per year. The Town already applied for one.  Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian for R. Eric Slagle to apply for the Community Compact Best Practice Grant application for digitizing municipal and police records. Motion was passed with all in favor.
4.8 Sign Warrant for November 8 election.	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to sign the Warrant for November 8 election. Motion was passed with all in favor.
4.9 Mandatory Referral from ZBA for 5 Madison Ave accessory apartment.	The Board commented as follows: The Board trusts the ZBA to follow the permitting process.
4.x.10 Mandatory referral from ZBA for 161 Brookline Rd	The Board commented as follows: No comment.
4.x.11 Consideration of Surplus Property - Library	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to allow the consideration of the surplus property - Library. 6 Windsor Chairs and 2 other wooden chairs, acquired in 2009 and 20 dollars each value. Motion was passed with all in favor.

4.x.12 Consider Lions Club request for license to sell Christmas Trees at the Common

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to grant the Lions Club the license to sell Christmas trees at the Town Common from November 25, 2022 to December 24, 2024. Motion was passed with all in favor.

4.x.13 Mandatory Referral from PB on Age-Restricted housing

Short Discussion as to Stipulations of the Bylaw.- The Board commented as follows: No comment. Public Comment by Laura Shifrin, she clarified that the changes had already been approved by Town Counsel as he wrote the Bylaw. The Board agreed that personal comments can be made at the Public Hearing.

4.x.14 Discussion of Townsend VFW application to Lottery Commission for KENO license.

The Board has 21 days to send a letter back to the State, if the Board is concerned about the granting of the license. Short Discussion: Theresa Morse spoke in favor, as the license will help with additional income for the VFW no reason to have a hearing. Chaz Sexton-Diranian noted that KENO was with the VFW in the past. Veronica Kell noted this license won't have more impact than having an alcohol license. R. Eric Slagle explained the process if the Board has concerns, the Board will have to schedule a Public Hearing to discuss this potential KENO license, after that hearing in objection to the lottery commission a letter will need to be submitted to the State after a Board vote. Before a Public Hearing the Board does not have authority to object. November 7th was the deadline.

Board agreed that there will be no reason to have a public hearing. No action taken.

#### V. WORK SESSION: 5.0 ARPA Projects:

ARPA Projects defined sent to appropriate people and on November 1st Discussion for review of accounting of ARPA.

#### 5.1 Town Administrator Updates and Reports.

1. Community Compact Grant was received for ClearGov. Kick off Meeting was on 10/18/22. Data from last 4 budget years will be loaded into the program. Town Accountant has worked with ClearGov in the past. Departmenthead trainings will be held in the future.
2. To fill the Veteran Service Agent Position R. Eric Slagle is working with Pepperell and Ashby. Pepperell had two candidates and will pass information to R. Eric Slagle. The Town will have to decide if want to stick with one person for the region and which person is the best fit for the Towns. In the interim Veteran Services Officer (VSO) for Ayer and Shirley and other Towns is volunteering to do Townsends Veterans services and was working on getting the October payments out to the Veterans.
3. Discussion was held with Ashby and Pepperell to regionalization of services and operations for example for Melanson is also Town Accountant for Ashby. TA's preference would be a full-time Town Accountant in Townsend, but Budget may not allow. Split costs with Ashby for a full-time Accountant part time in Ashby and Townsend. Would cost less and get more days of services up to 3 days. For the Grant writer services could also be regionalized. Additionally, it was mentioned that Police and Fire may be looked, Project management and Housing

	for regionalizing, to improve level of service for less cost, helping taxpayers in Townsend. R. Eric Slagle asked the Board to think about it for the next annual budget.
5.2 Reports from Board liaisons.	<u>Theresa:</u>
5.2.1 General Government	<ul style="list-style-type: none"> <li>Townsend Historic District Commission meeting was held regarding the Veteran's plaque (British Remembrance). Two of the places of putting the monument fall in the historic district. One of them was the Town Center and Parks and Recreation. Permission from the Historic Committee will be needed for these two choices.</li> </ul>
5.2.2 Elected Boards	<u>Chaz Sexton-Diranian:</u>
	<ul style="list-style-type: none"> <li>The Water Department was working on a presentation to the Board of Selectmen to catch the Board up on all the projects over the summer and the status of the new facility that is being built. This topic will possibly be added for the November 15, 2022 meeting.</li> <li>Haunted Trail of Library: \$8,406.00 in total got split between: VFW Auxiliary \$3940,90 Friends of the Library 3940,19. Canned goods were also collected for the TEO.</li> </ul>
5.2.3 Public Safety	None
5.3 Announcements, Communications, etc.	<ul style="list-style-type: none"> <li>David Giannino Haunted Office</li> <li>New Conflict of Interest Training is available</li> <li>NRPC Brookline NH</li> <li>Resignation of Elise Johnson from Library</li> <li>Zoning Bylaw Article 26 at Special Town Meeting was approved</li> <li>Wellness Grant application of Highway Department</li> <li>Outdoor lighting decision of the ZBA</li> <li>Conservation Commission Legal Notice Oct 26, 2022 for 22 Sauna Row Rd</li> </ul>
5.4 Next meeting	Next meeting will be November 1, 2022, at 6 p.m.
5.5 Review and sign payroll and bills payable warrants.	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 was passed with all in favor.
VI: EXECUTIVE SESSION:	None.
VII. ADJOURNMENT:	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn at 8:01 p.m. Motion was passed with all in favor.</p> <p>Recording of meeting found at: <a href="https://www.youtube.com/watch?v=qJafc3rGiA4&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=9">https://www.youtube.com/watch?v=qJafc3rGiA4&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=9</a></p> <p>Minutes submitted by Sabrina Moore on 02/21/2023.</p>

