



OFFICE OF THE SELECTBOARD
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, *Town Administrator*

Sabrina Moore, *Administrative Assistant*

Topic: Selectboard

Time: November 14, 2023 18:00 Eastern Time {US and Canada}

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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 recorded and uploaded to YouTube.

1.4 Chairman's Additions or Deletions.

1.5 Review/Approve the meeting minutes for 08/29/23, 09/05/23, 09/19/23. Addition 09/26/23

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Reappoint Susan Shuford as Alternate Registrar to the Board of Registrars effective 10/26/2023 for a 3-year term ending 03/31/2026.

3.2 Review/Approve Disclosures of Townsend Historic District Commission members.

3.3 Highway Department Appointment of Jerid Adams.

IV. MEETING BUSINESS:

4.1 Approve and sign outside of a meeting all 2024 renewals for retail licenses (alcohol) contingent upon a valid certificate of inspection and receipt of required documentation and payment.

Board of Selectmen meeting called to order at 6:02 p.m. with Chaz Sexton-Diranian, Joseph Z. Shank, Theresa A. Morse present in person.

Pledge of Allegiance recited.

Chaz Sexton-Diranian announced that the meeting is being recorded, will be live on channel 9, and will be on the Town's YouTube channel afterwards.

Additions: 1.6 Meeting Minutes 09/26/23 and 3.3 Highway Department appointment and 5.2 Liaison Assignments update.

Deletions: None

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the meeting minutes of 08/29/23, 09/05/23, 09/19/23 and 09/26/23. Motion was passed with Chaz Sexton-Diranian yes and Theresa A. Morse yes, Joseph Z. Shank yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to reappoint Susan Shuford as Alternate Registrar to the Board of Registrars effective 10/26/2023 for a 3-year term ending 03/31/2026. Motion was passed with Chaz Sexton-Diranian yes and Theresa A. Morse yes and Joseph Z. Shank yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the Disclosures of the Townsend Historic District Commission members. Short Discussion why the disclosures were needed and explanation that in this case it is about the Harbor Fire Station and as statutory abutters they had to file the disclosure. Motion was passed with Chaz Sexton-Diranian yes and Theresa A. Morse yes and Joseph Z. Shank yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Jerid Adams effective 11/14/23 with start date of 11/27/23 as open truck driver/laborer position to the Highway Department. Motion was passed with Chaz Sexton-Diranian yes, Theresa A. Morse yes, Joseph Z. Shank yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve and sign outside of a meeting all 2024 renewals for retail licenses (alcohol) contingent upon a valid certificate of inspection and receipt of required documentation and payment. Motion was passed with Chaz Sexton-Diranian yes and Theresa A. Morse yes, Joseph Z. Shank yes.

4.2 Discuss ABCC Seasonal Population Estimate form.	Motion was made by Theresa A. Morse and seconded by Joseph Z. to submit the ABCC Seasonal Population Estimate Form. Short discussion as to seasonal population being zero in Townsend. The Board okayed the use of signature stamp.
4.3 Discuss/Vote on Employment Contract for Water Superintendent.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the employment contract for Water Superintendent David Vigeant. Short discussion since the position has been removed from the Union and the Board would like an employment contract with David Vigeant after review by Town Counsel. Motion was passed with Chaz Sexton-Diranian yes and Theresa A. Morse yes, Joseph Z. Shank yes. The contract was signed in the meeting.
4.4 Recap Property Auction from October 27, 2023.	Short recap on the live property auction from 10/27/23 for 97 Main Street, 106 Haynes Road and 46 Fitchburg Road #405. The auction was very well attended and a success. The auction report from 10/27/23 was discussed and the Town Administrator advised about the Supreme Court case on tax liens. Town Counsel reviewed all the Towns tax lien amounts and the Town was compliant.
4.5 Correct clerical error in Treasurer/Collector contract.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to amend the contract for the Treasurer/Collector under 1) Term a) to read January 3, 2022-January 2, 2025. The Board okayed the use of signature stamp. Chaz Sexton-Diranian yes and Theresa A. Morse yes, Joseph Z. Shank yes.
4.6 Discuss/Comment Referral Notice 108 West Meadow.	The Board trusted the Planning Board to make the proper decision.
4.7 Discuss/Comment Referral Notice 168 Lunenburg Road.	The Board trusted the Zoning Board of Appeals to make the proper decision.
4.8 Review/Approve increase in Recreation Revolving Fund limit to \$100,000.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to Review/Approve increase in Recreation Revolving Fund limit to \$100,000. Short discussion and explanation why it was necessary, since the time the limit was set the programs and recreation department have gotten bigger and revenues and expenses have increased. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse no
V. WORK SESSION: 5.0 ARPA Projects	None
5.1 Town Administrator Updates and Reports	<ol style="list-style-type: none"> 1. Request from the Townsend Historic Society to waive or reduce the building permit fees for the Harbor Church. Short discussion as to how to handle requests of this kind going forward and create guidelines to waive fees. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve a 50% discount on the fees for the Historic District Church project with the Townsend Historical Society. Chaz Sexton-Diranian yes and Theresa A. Morse yes, Joseph Z. Shank yes. 2. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the plow truck rates amendments as listed in the memorandum. Chaz Sexton-Diranian yes and Theresa A. Morse yes, Joseph Z. Shank yes. 3. The Board okayed an ARPA funds from NM Cares increase in their ARPA funds FY24 to cover increased staffing and services. It was explained this does not require reallocation as it does not increase the

total amount of money just less money will be there as the end of the contract.

5.2 Reports from Board liaisons

Theresa A. Morse mentioned she will take over liaison assignments again since she is done with medical treatments. The liaison list will be resubmitted to R. Eric Slagle to distribute it again to the Board members.

5.2.1 General Government

None

5.2.2 Elected Boards

None

5.2.3 Public Safety

None

5.3 Announcements/Communications

-Legal Notice 168 Lunenburg Road.

-Legal Notice 108 West Meadow Road.

- Passing of and wake of Albert N. "Tubby" Boucher The Board of Selectmen will meet at quarter to ten on Saturday for the wake.
- NMRSD for the Veterans Day breakfast and Veterans Day memorial across from the VFW.
- Legal Notice for 168 Lunenburg Road
- Legal Notice 108 West Meadow

5.4 Next meeting - Tuesday, November 28, 2023, 6 p.m.

Next meeting will be Tuesday, November 28, 2023, 6 p.m.

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

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to review and sign payroll and bills payable warrants out of session. Motion was passed with Theresa A. Morse yes, Chaz Sexton-Diranian yes and Joseph Z. Shank yes.

VI: ADJOURNMENT:

Adjourned at 6:49p.m. by Theresa A. Morse seconded by Joseph Z. Shank. Theresa A. Morse yes, Chaz Sexton-Diranian yes and Joseph Z. Shank yes.

Recording of meeting found

at: <https://www.youtube.com/watch?v=OYbqxq9aoJw&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=1>

Minutes submitted by Sabrina Moore on 11/28/2023.

