



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: December 05, 2023 18:00 Eastern Time {US and Canada}

RECEIVED
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TOWN OF TOWNSEND
TOWN CLERK

I. PRELIMINARIES:

1.1 Call the meeting to order and roll call.

Board of Selectmen meeting called to order at 6:00 p.m. with Chaz Sexton-Diranian present in person, Joseph Z. Shank present in person, Theresa A. Morse present remotely. The Chairman announced that all votes are roll call votes.

1.2 Pledge of Allegiance

Pledge of Allegiance recited.

1.3 Announce the meeting is being recorded and uploaded to YouTube.

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

1.4 Chairman's Additions or Deletions.

Additions: 4.7 Fire Department surplus request.

1.5 Review/Approve the meeting minutes:

Deletions: None

None

II. APPOINTMENTS AND HEARINGS:

2.1(6:10) Public Hearing - determination of percentages of local tax levy.

Public Hearing Vicki Tidman, Jodie Deschenes and Board member present in person (see sign in sheet).

Public Hearing was opened at 6:10 p.m. by Chaz Sexton Diranian and the Public Notice was read into record. Vicki Tidman (Principal Assessor), Jodie Deschenes (Administrative Assessor) and Carol LeConti (Chairman of the Board of Assessors) were present in person. No verbal or written comments were received prior to the public hearing. Carol LeConti read shifting the tax burden text and recommendations text into record and recommended to the Board of Selectmen to adopt a residential shift factor of 1 to allow all classes of property to be taxed at the same. The tax rate was not certified yet. No public comments were made during the public hearing.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to close the Public Hearing at 6:13 p.m. Motion was passed with roll call vote 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 accept the percentage of local tax levy to a shift factor of 1. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Theresa A. Morse yes, Joseph Z. Shank yes.

2.2(6:30) Meet with Bill Rideout regarding Squannacook Rail Trail.

Bill Rideout of the Squannacook River Rail Trail was present in person and gave an update and reported on future projects. He was asking the Board of Selectmen for a letter of support for his application for the Mass Trails Grant to cover the engineering and permitting in Townsend from Depot Street to Worcester Road. CPA was mentioned as it funds the rail trail engineering and permitting in Groton. The Board okayed for a letter of support to be written.

2.3(7:00) Meet with Mark Laviolette regarding Business Proposal for Spike's Concession Trailer.

Mark Laviolette was present and read his business proposal memo dated 11/27/2023 - Business Proposal for Spike's Concession Trailer into record. The Board raised questions about liability insurance to be carried by the owner, parking not being permanent, power and garbage receptacles for customers, bathrooms and permitting before entering into an agreement with the Town.

The Board discussed what steps should be taken and what an agreement could entail. Conditions of an agreement could include whoever has weekend events goes first and times 11 a.m. -3 p.m. Monday through Friday. The Board directed the Town Administrator to run the idea by Cemetery and Parks and Zoning and Planning. The Board directed Mark Laviolette to get all his permitting and paperwork done and then come before the Board of Selectmen again and suggested for Mark Laviolette to reach out to the Cemetery and Parks Commission to hold a presentation.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Appoint Dave Funaiolo as Registrar effective December 5, 2023 with a start date of December 6, 2023.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Dave Funaiolo as Registrar effective December 5, 2023 with a start date of December 6, 2023. Motion was passed by roll call vote with Theresa A. Morse yes, Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

3.2 Appoint Johnathan Moore to the position of On-Call Lieutenant/EMT Basic to the Fire Department for a term effective 12/05/2023 to 06/30/2024.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Johnathan Moore to the position of On-Call Lieutenant/EMT Basic effective 12/05/2023 (Promotion). Motion was passed by roll call vote with Theresa A. Morse yes, Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

3.3 Appoint David Stevens to the position of On-Call Captain to the Fire Department for a term effective 12/05/2023 to 06/30/2024.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint David Stevens to the position of On-Call Captain effective 12/05/2023 (Promotion). Motion was passed by roll call vote with Theresa A. Morse yes, Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

IV. MEETING BUSINESS:

4.1 Setting of Board of Selectmen meeting dates from January 2024-June 2024.

The Board okayed dates as outlined on draft submitted with 1/9/24 meeting and 05/07/24 being the Annual Town Meeting date.

4.2 Setting of 2024 Town Holiday Schedule.

The Board reviewed the State Holiday calendar. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to accept these dates for the setting of the 2024 Town Holiday schedule. Motion was passed by roll call vote with Theresa A. Morse yes, Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

4.3 Discuss/Approve job description for Assistant Chief of Department (Fire Department).

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the job description for Assistant Chief of Department (Fire Department) subject to approval by labor counsel. Motion was passed by roll call vote with Theresa A. Morse yes, Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

4.4 Review/Approve Flag Policy.

Flag Policy was proposed in the last Board of Selectmen meeting. The policy was read into record. Short Discussion about flags flown at the library and clarification that the policy is only for flags on a flagpole. The Chair designated this as the first reading. On January 9th, 2024, a second reading and voting into policy was anticipated. The Board members can submit further comments for changes by January 9th, 2024.

4.5 Review/Approve Medicare Policy.

The Medicare Policy was read into record. The Board okayed the Medicare Policy as drafted. Second reading was anticipated for the 9th of January 2024.

4.6 Review/Approve Amended DPU Plan for Community Aggregation.	The amended DPU plan was reviewed by the Board. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the amended DPU plan for Community Aggregation. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Theresa A. Morse yes, Joseph Z. Shank yes.
4.7 Addition: Surplus Request Fire Department	The surplus request of the Fire Department was read into the record. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve surplus request subject to other departments review of the generators first. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Theresa A. Morse yes, Joseph Z. Shank yes.
V. WORK SESSION: 5.0 ARPA Projects	The Town Administrator will meet with Fire Department to check on updating the truck. The Chairman and the Town Administrator will review the ARPA funds to make recommendations and a possible presentation for the January meeting.
5.1 Town Administrator Updates and Reports	<ul style="list-style-type: none"> • The Board okayed the closure of Town Hall on 12/22/2023. It was clarified that there is no work from home that day. • Email of 12/5/2023 from MART read into the record in regard to suspending service because of trouble finding drivers and ridership. Money was allocated for it for the year, MBTA allocation. The Board okayed a Board of Selectmen meeting with marketing topic to talk with MART marketing department. • The Board okayed that if school is cancelled on a snow day, the Town Hall will have a late start with a 2-hour delay, but the Town Administrator will decide before the 2 hours are up if the Town Hall will close for the whole day.
5.2 Reports from Board liaisons 5.2.1 General Government	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Dana Barnes as interim Building Commissioner. Motion was passed by roll call vote with Chaz Sexton-Diranian yes, Theresa A. Morse yes, Joseph Z. Shank yes.
5.2.1 General Government	Theresa A. Morse: Energy Committee. Green Communities grant application was submitted. Finance meeting minutes were reviewed. 4 Meetings scheduled for Capital Planning. The Annual Town Report for the Energy Committee will be drafted by members of the Energy Committee.
5.2.2 Elected Boards	Chaz Sexton-Diranian: Historic District Commission planned to submit a budget. MBTA communities moved forward.
5.2.3 Public Safety	Joseph Z. Shank: Police had Toys for Tot, Giving Tree. Fire Department was in process of getting the rescue truck outfitted and eventually get it funded. Joseph Z. Shank to talk to Police and Fire and space in rack for IT. Chaz will reach out to the Chiefs individually about what is needed for IT equipment installation.
5.3 Announcements/Communications	Reach out to female veterans to make sure they know of the service available and VA Women's Health Services (separated) as they can insist on female providers. Questions to Natalie Call VSO.
5.4 Next meeting - Tuesday, January 9, 2024 at 6:00 p.m.	Next meeting will be Tuesday, January 9, 2024 at 6:00 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 by roll call vote with Chaz Sexton-Diranian yes, Theresa A. Morse yes, Joseph Z. Shank yes.

VI: ADJOURNMENT:

Motion was made by Theresa A. Morse and seconded Joseph Z. Shank to adjourn at 7:57 p.m. Motion was passed by roll call vote with Chaz Sexton-Diranian yes, Theresa A. Morse yes, Joseph Z. Shank yes.

Recording of meeting found

at: https://www.youtube.com/watch?v=qB4klw_stLQ&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=1

Minutes submitted by Sabrina Moore on 12/20/2023.