

Board of Selectmen Meeting Minutes

04-05-2022, 6 p.m.

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TOWN OF TOWNSEND
TOWN CLERK

Board of Selectmen Meeting, Tuesday, April 5, 2022
SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.
And Via ZOOM for convenience

- Preliminaries:** Board of Selectmen meeting called to order at 6:08 p.m. with Joe Shank, Chaz Sexton-Diranian, and Veronica Kell present.
Pledge of Allegiance.
Announced that the meeting is being recorded via zoom, is live on Channel 9, and will be posted after tonight's meeting.
- Chairman's Additions & Deletions:** Update on minutes to be approved.
Add a discussion of encroachment on town properties (4.15) and e-mail address for Town committees that don't have town staff associated with them (4.16).
- Public Comment:** Laura Shifrin commented on the significant rate increase by Unitil and large increase in resident bills. Ross Perry addressed the reasons for the increase.
- Review/Approve Meeting minutes:** Minutes for 3/15/2022 will be reviewed on 4/20/2022.
A motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to approve the minutes of 2/2/2022.
Motion passed with Chaz Sexton-Diranian and Veronica Kell in favor; Joe Shank abstaining.
A motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the minutes of 2/7/2022.
Motion passed with all in favor.
A motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to approve the minutes of 2/14/2022.
Motion passed with Chaz Sexton-Diranian and Veronica Kell in favor; Joe Shank abstaining.
A motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the minutes of 3/30/2022.
Motion passed with all in favor.
- Appointments and Hearings:** None
- Appointments of Officials/Personnel:** Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the resignation of Drew Brassard as a full-time firefighter/medic and appoint him as a per diem firefighter/medic.
Motion passed with all in favor.
- Firefighter/medic:** Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to amend the appointment of Cameron Milewski from per diem firefighter/medic to full-time firefighter/EMT subject to a CORI check and a one-year probationary period..
Motion passed with all in favor.

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Appointments of
Officials/Person
nel, cont'd:

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the resignation of Gary Shepherd as a trustee of the Townsend Affordable Housing Trust.
Motion passed with all in favor.

Conservation
Commission

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Colby Streeter as the Conservation Commission representative and Emy Hoff as the Recreation Commission representative to the Open Space and Recreation Plan Committee for a term from today through June 30, 2024.
Motion passed with all in favor.

TEMA

Motion was made by Chaz Sexton-Diranian to re-appoint TEMA members for a 3-year term: Barbara Bourdon, James "Brian" Kennedy, Donna "Lynn" Pinkerton effective July 1, 2021 - June 30, 2024.
Motion was withdrawn and no action was taken because of question around appointment date.

Inspector of
Animals
nomination

A motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to nominate Mary Letourneau and John King as Inspector of Animals.
Motion passed with all in favor.

Admin Asst to
BOS and TA

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to appoint Sabrina Moore as Administrative Assistant to the Selectboard and the Town Administrator contingent upon a CORI check and pre-employment physical with a one-year probationary period.
Motion passed with Chaz Sexton-Diranian and Veronica Kell both voting yes and Joe Shank abstaining.

Rec Kids

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Greta Helfter and Alisha Praileau as fractional employees of the RecKids 2022 program at a rate of \$14.25 per hour subject to a CORI check and pre-employment physical.
Motion passed with all in favor.

TA

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Eric Slagle as Town Administrator contingent upon a reference check and successful contract negotiations, a CORI check and pre-employment physical.
Motion passed with all in favor.

Meeting
Business:
Police Cruiser
lease

4.4, 4.5 and 4.6 were moved forward due to Police Chief and TAYSA rep being present.

Lease is 3 annual payments of \$70,285.31 for FY22, FY23, and FY24. FY22 payment is in the FY22 budget. The \$70K will be in the FY23 budget for the 2nd budget on the lease. The next time there will be a lease agreement is FY25. That lease will be put together in FY24.
For FY23, the lease payment is in the operating budget but will be funded by free case.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank that the approval and authorization for the lease for the cruisers be for the Police Chief and the Town Administrator.
Motion passed with all in favor.

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Meeting
business, cont'd:

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the resolution for the lease for the new cruisers for the Town of Townsend, and sign out of session.

Motion passed with all in favor.

Police Dept
Body Worn
Camera Policy

Policy was reviewed. State policy is in process and was considered in this policy. Policy was impact bargained and adjusted accordingly. Trainings are happening now. Cameras will be deployed about May 1 hopefully before the Town transitions from Nashoba Communications. Chief Sartell states his belief that small amendments to the policy do not need to come before the Selectboard, only substantive changes.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the Body Worn Camera Policy as presented by the Chief.

Motion passed with all in favor.

TAYSA lease of
Squannacook
Meadows

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to extend the current lease with TAYSA for Squannacook Meadows to June 1, 2022.

Motion passed with all in favor.

FY22-24
Auditors

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the recommendation of the Audit Committee, Roselli, Clark and Associates as Auditor for FY22, FY23, and FY24.

Motion passed with all in favor.

35'No Disturb
general bylaw
ATM warrant
article

Discussions of change recommendations from Conservation Commission's review of the article.

Clarification will be sought from Town Counsel regarding mitigation in case of waiver.

No changes made to article.

Mandatory
Referrals from
Planning Board-
re:proposed
zoning changes
re: Chickens and
Dogs

Article 22 for Chickens and Article 23 for Dogs.

BOS comment on both of these articles: "The Board of Selectmen supports this amendment and thanks the Planning Board for its continued efforts."

Town Hall hours

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank for Town Hall to be open to the public from 9-4 M-F and until 6 p.m. on Tuesdays effective April 11th.

Motion passed with all in favor.

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Contracting
Accounting and
Human
Resources
Services

Melanson has presented a contract for accounting services: \$24K to get up-to-speed and to close the fiscal year then \$150/hr until an accountant is hired. There is a question as to whether accounting will be onsite or remote.
The Human Resources position will be re-posted.

Treasurer/Collector demand fees

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to increase Demand Fees from \$5 to \$30 as set by the Treasurer/Collector, effective May 1.
Motion passed with all in favor.

Vehicle Use
Policy

The first reading of the Vehicle Use Policy will be at a future meeting [4/20 or in May].

Contract for
RRFB at
Spaulding
School and
painting Bike
Lanes and
Crosswalks

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign out of session the award letter and contract with K5 Corporation for the RRFB at Spaulding Memorial School and the painting of the Bike Lanes and crosswalks.
Motion passed with all in favor.

Chapter 90 funds
for paving

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank for the Highway Department to use \$515,661 of Chapter 90 funds to mill and re-surface Aries Lane, Ash St, Aquarius Lane, Capricorn Lane, Gemini Lane, Libra Lane, and Pisces Lane.
Motion passed with all in favor.

Road Opening
permits

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve Road Opening permits for the following: installing test stations at 5 Capricorn Lane, 12 Shirley Rd, 30 Barker Hill Rd, 82 Turnpike Rd; gas service upgrade at 90 Main St, 85 Brookline St, 23 Brookline St; new gas service installation at 22 New Fitchburg Rd, with the provision that this is done prior to road paving.
Motion passed with all in favor.

One-day liquor
license

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve a one-day liquor license at the VFW 6538 on April 23 for a birthday celebration from 4-8 p.m.
Motion passed with all in favor.

Encroachment
on town
properties

Discussion to have Conservation Commission verify that the encroachment they found (a camper/trailer parked on Emery Rd) is on town property, do an on-site visit, take pictures of registration and ask a police officer to run the registration. Send a letter to the owner of the vehicle asking that they please remove it. Figure out ramifications if on Town property.

E-mail addresses
for committees

It would be nice if each committee had a committee@townsendma.gov address for email. Suggested to create a town email address and point to chair of said committee (on google or wherever). There is a cost associated with setting up a townsendma.gov address, even a redirect.

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Work session: ARPA projects	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to use \$300K of ARPA funds from the Greenville Rd project for a new Emergency Services fund for use by Fire/EMS/Police.
FY23 Congressionally Directed Spending	Motion passed with all in favor. The Greenville Rd project drops from \$600K to \$300K. Reviewed information from Congresswoman Trahan's office. Opted not to apply.
Budget	Ross presented recap sheet which shows summarized budget which he is still working on. From Free cash - MIS spending (\$80K), Snow and Ice Deficit(\$189K), Capital projects, separation pay for former TA, leaves ending balance in free cash of \$44,602. This is lower than ideal. Therefore capital projects that can be dropped to preserve free cash are: ARPA funds for \$10K at Harbor Fire Station wall, drop records preservation projects, drop painting of old Harbor fire station (\$20K).
Warrant for annual elections	Cannot take (\$217K) from Ambulance Receipt because not currently in coffers. Less from Water budget, too (same reason). Therefore larger budget deficit of about \$440K. Override vote at ballot requested for \$250K and the rest of deficit will be funded from stabilization. If override fails, more from stabilization. Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the annual election warrant. Motion passed with all in favor. The town election includes an article to include a \$250K override.
Warrant for Annual Town Meeting	Some descriptions in ATM warrant need to be refined. Vote by BOS to approve ATM warrant needed before April 18 (last day to post). Date to vote approval of ATM warrant established as Wed, April 13, 6 p.m. Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to take the \$10K for the exterior wall repair of the Harbor Fire Station from ARPA rather than Free-cash. Motion passed with all in favor. This \$10K will be from the Emergency Services Fund set up earlier in meeting.
Announcements/ Communications	MACC completion certificates for Conservation staff and commissioners - with attached press release which should be sent to the paper. 2 resignations from fire department of inactive per diem and call firefighters. AG approved Article 9 from STM - Unregistered Vehicle Policy. Volunteer response form from a resident who did not state what position they are interested in. Katie to send a letter. There are many volunteer positions open. Please check out the Town website for openings.

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Liaison reports

Chaz Sexton-Diranian reported that the Summer Rec program is having difficulty finding a space. Meeting with school principals and superintendent and it was thought there was an agreement. Spaulding with last week at HBMS agreed on. Invoice indicated cost tripled which is unacceptable, and there is more to be done to work this out.

Cybersecurity Grant report: good response from employees and .

Next meeting:

Wednesday, April 13, 6 p.m. for ATM Warrant approval; Wednesday, April 20, 5:30 p.m. BOS meeting and 7:00 p.m. Community Meeting for Annual Town Meeting (ATM) warrant preview.

Payroll and bills payable warrant

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign payroll and bills payable warrant out of session.

Executive Session:

Motion passed with all in favor.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to enter into executive session per Chapter 30A Section 21 (a) subsection 2 to conduct a strategy session in preparation for negotiations with non-union personnel (Town Administrator) and adjourn from executive session.

Note: The Chair notes that discussing in open session may have a detrimental effect on the negotiating position of the Board.

Motion passed with all in favor.

Adjournment:

From executive session.

Recording of meeting found at

<https://www.youtube.com/watch?v=BdBtfl5njSc&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=18>

