



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: January 09, 2024 18:00 Eastern Time (US and Canada)

RECEIVED
FEB 13 2024

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 10/03/2023, 10/17/2023, 12/20/2023.

Board of Selectmen meeting called to order at 6:00 p.m. with Chaz Sexton-Diranian present in person, Joseph Z. Shank present remotely, Theresa A. Morse present in person.

Pledge of Allegiance recited.

Chaz Sexton-Diranian recognized that it was National Law Enforcement Appreciation Day 2024 and announced that the meeting is being recorded, is live on channel 9 and will be on the Town's YouTube channel afterwards.

Additions: None.
Deletions: None

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the meeting minutes for 10/03/2023, 10/17/2023, 12/20/2023. Motion was passed with roll call vote Chaz Sexton-Diranian yes and Theresa A. Morse yes and Joseph Z. Shank yes.

II. APPOINTMENTS AND HEARINGS:

2.1 (6:05) Town Clerk Announcement Election and Dog Licenses.

2.2 (6:10) Joint Meeting with Cemetery and Parks Commission to appoint Joan Wotkowicz to the Cemetery and Parks Commission effective 1/9/24 with a term to expire 04/22/2024.

Town Clerk Kathy Spofford was present in person to announce the start of the dog license renewal/application time and the Annual Town Election application being open.

John Barrett opened the Cemetery and Parks Commission meeting at 6:07 p.m. Roll call vote Brian Sanford present in person, John Barrett present in person. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Joan Wotkowicz to the Cemetery and Parks Commission effective 1/9/24 with a term to expire 04/22/2024. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

John Barrett yes, Brian Sanford yes. Motion was made to adjourn the Cemetery and Parks Commission meeting at 6:12 p.m. by Brian Sanford and seconded by John Barrett. Roll call vote Brian Sanford yes, John Barrett yes.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Re-appoint Patriot RECC Board members Gary Shepherd, Michael Grimley, James Sartell effective 1/09/2024 with a term to expire 12/31/2024.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Patriot RECC Board members Gary Shepherd, Michael Grimley, James Sartell effective 1/09/2024 with a term to expire 12/31/2024. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

3.2 Re-appoint Audit Committee members Theresa A. Morse, Don Hayes effective 1/9/2024, with a term to expire 12/31/2024.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Audit Committee members Theresa A. Morse, Don Hayes effective 1/9/2024, with a term to expire 12/31/2024. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. The Town Administrator announced the Financial Audit FY23 will be held in the week of February 5, 2024.

IV. MEETING BUSINESS:

4.1 Approve/Adopt Flag Policy – 2nd Reading.

Chaz Sexton-Diranian read the Flag Policy into record. First reading was 12/05/2023, second reading 01/09/2024. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the Townsend Flag Policy as written. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. Joseph Z. Shank gave consent to stamp his signature in his absence.

4.2 Approve/Adopt Medicare Policy – 2nd Reading.

Chaz Sexton-Diranian read the Medicare Policy into record. First reading was 12/05/2023, second reading 01/09/2024. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the Townsend Medicare Policy as written. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. Joseph Z. Shank gave consent to stamp his signature in his absence.

4.3 Approve/Adopt Remote Participation Policy – 1st Reading.

Chaz Sexton-Diranian read the Remote Participation Policy into record for a first reading. Short discussion as to camera on requirement. The Town Administrator suggested to add a requirement to be consistent with 940 MA Reg. 29.10 for participants must be visible with all the members of the body. The Board okayed to add it as 7). Add 7. The policy will have a second reading on 1/23/24.

4.4 Discuss Incident Response Team – Team makeup and appointments.

The Town Administrator explained that an Incident Response Team would be necessary to ensure a continuity of plans for long- and short-term interruptions of Town business.

The Board of Selectmen okayed the makeup being as follows: Selectboard Member, Finance Committee Member, Treasurer/Collector Member, TCAM Member, Town Administrator, Town Counsel, Chief Fire/Chief Police Member(s), Town Clerk Member. The team then will set up a plan and a priority list. Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to move forward with the makeup as presented. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

4.5 Discuss upcoming Guardian Projects
- TCAM move to Meeting Room 1
- Adding Wi-Fi nodes and livestream connections to Great Hall/COA/Recreation
- Equipment cabinets for Fire/Police
- Evaluate in-house IT stipend position
- Fiber WAN Project progress report

Chaz Sexton-Diranian gave a verbal overview on what IT projects were done and are in progress as well as future plans. David Funaiolo Executive Director of TCAM gave an update on what the move will entail. Data cabinets could then be moved to the Fire Department and Police Department. The Board reviewed the technology roadmap and financial planner for FY22-FY26 (no real numbers). Fiber WAN Project progress report was given after the grant was received. In-house IT will be tracked going forward and workflow streamlined.

4.6 Discuss Town Administrator Review Process.	Self-Evaluation and evaluation of Town Administrator will be due by 01/31/2024.
4.7 Discuss Amendment to Finance Agreement Water Treatment Plant (DWP-22-26).	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the amendment dated 12/11/23 to the financing agreement DWP-22-26 dated 06/07/23. Roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.
4.8 Discuss funds transfer TCAM.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to transfer funds to TCAM in the amount appropriated at Town Meeting. Roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. The Town Administrator will check if this can happen automatically going forward without requiring a vote each time.
4.9 Discuss MassDOT certification of fair share apportionment for FY24.	A letter from MASSDOT was received. Additional paving funds (MASSDOT fair share apportionment for FY24) were received. Paving plan from Highway Department will be reviewed in the Spring.
4.10 Discuss possible Memorial Hall Policy - Current request	The Board discussed views on the Memorial Hall Policy and allowing non-governmental use of the hall and fees. The Board discussed putting a flat fee in place and checking what other Towns and department buildings were decided for their room rentals and fees. A request was received by the Historical Society to use the Memorial Hall stage for a dance with possibly 100 people attending. MaryJane Churchville, Clare Kauppi were present remotely. Policy review will be revisited on January 23, 2024. The Historical Society was invited for this meeting.
4.11 Discuss/Comment on Referral Notice 355 Main Street.	The Board had no comment.
4.12 Discuss/Comment on Referral Notice 99 Clement Road.	The Board had no comment.
4.13 Discuss/Comment on Referral Notice 23 Shirley Road.	The Board okayed the Chairs comment on the form being: The Selectboard questions the applicant statement that this a bylaw change regarding renewals The Select Board would like clarification of this statement given to the Town Administrator. Determination should be communicated to applicant.
4.14 Discuss Selectboard position on litigation re: BOH request regarding substandard housing related issues and general health related issues within the Town of Townsend.	A letter was received from the Board of Health dated 12/12/23. The Board of Health was looking for a process for challenging issues like for example hoarding and funding source for relocation costs. The Town Administrator clarified the process. An agent reviews the case, letter gets sent, letter gets sent, entering of the property or administrative search warrant, state nurse or state agency involvement, sending of an order, occasionally condemnation. If all this does not work the Board of Health agent should sign up for office hours with Town Counsel during the monthly hours and clarifying if they are dealing with a hoarding issue or a condemnation. The Town counsel would then decide if it required litigation and communicate that to the Town Administrator. The Town Administrator would communicate this with the Board of Selectmen Chairman to be put on the agenda as an executive session.

	<p>Funding resources for reasonable relocation expenses the Town would be required to pay in case of condemnation. The line item currently does not exist. The Board of Health could put as a Special Town Meeting warrant item to come from free cash to roll over for a year and can get replenished in a Special Town Meeting. The Board agreed to this process and asked for the BOH to vote to allow the agent only to talk with Adam and directed the Town Administrator to communicate this to the Board of Health.</p>
4.15 Facilities Surplus Requests.	<p>Surplus requests were received for a dishwasher, water boiler, Ferris riding lawn mower, reach in fridge, excess chairs in Memorial Hall by the Facilities Department. The Board did not agree to surplus the Ferris riding lawn mower at this time. A surplus may be possible after a new mower is financed. The Board directed the Town Administrator to check how many chairs fit in the Memorial Hall under the fire code and come back with it on 1/23/24. The Board directed the Town Administrator to check if TEO would have interest in the reach in refrigerator and surplus it.</p> <p>Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to declare as surplus Arctic Air Commercial Reach-in Refrigerator, Weil-McLain Ultra series, Gas fired water boiler, series 3 with hot water holding tank circulators and controls, Jackson Avenger Commercial Dishwasher Serial number 09H250143. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
4.16 Discuss COLAs for non-union employees.	<p>Motion was made by Theresa A. Morse and seconded by Chaz Sexton-Diranian to approve a 2% COLA for non-union employees. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Theresa A Morse yes, Joseph Z. Shank recused himself at 8:32 p.m. and rejoined the meeting at 8:33 p.m. with technical difficulties.</p>
V. WORK SESSION: 5.0 ARPA Projects - Current Spreadsheet.	<p>There is a federal government push to take back unspent ARPA funds. It is time to encumber as much ARPA funding as possible. The Town Administrator reviewed the ARPA balance and project spreadsheets together with the Board. ARPA bonus payment re-allocation form will be on the January 23rd Board of Selectmen meeting agenda as well as a clear up of small overspent numbers and cover deficits.</p>
5.1 Town Administrator Updates and Reports	<p>The Audit is scheduled for the week of February 05, 2024, for FY23 by Roselli and Clark.</p> <p>Renewal of mutual aid agreement with Brookline NH. The Board of Selectmen needed to sign it. Joseph Z. Shank authorized signature stamp.</p> <p>Joint Meeting of Board of Selectmen and Finance Committee</p> <p>On Saturday, 27th of January, 9 a.m. to discuss ARPA.</p> <p>MRPC request for concept summary and concept design plans for intersection of Route 13 and Route 119 came in. Eric Slagle explained the concept. MRPC was looking for comments from the Board of Selectmen. Comments are to be submitted directly to the Town Administrator.</p>
5.2 Reports from Board liaisons 5.2.1 General Government	<p>General Government – Theresa Morse: The question came up if the Bylaw Review Committee can work beyond the Annual Town Meeting per Charter. Small report on Bylaw Review Committee progress. The Board of Selectmen can allow them to keep working past Annual Town Meeting if recommendation is submitted to the Board of Selectmen. Energy</p>

	Committee the green requirements for police vehicles were lifted. Energy Committee was asked to come up with a Master Plan and will present on the 23 rd Board of Selectmen meeting.
5.2.2 Elected Boards	Elected Boards - Chaz Sexton Diranian: Water Department approved their budget. The Town Administrator will talk with the Water Department Superintendent, Treasurer and the Water Commissioner Chairman.
5.2.3 Public Safety	Public Safety - Joe Shank: Big generator in downstairs station needs to get moved. Town Administrator is to talk with Facilities Superintendent. The Fire Department is doing good.
5.3 Announcements/Communications	Public Hearing notices for ZBA 355 Main St, 99 Clement Road and 23 Shirley Road. ZBA decision for accessory apartment of 168 Lunenburg Road. Planning Board decision 108 West Meadow Road
5.4 Next meeting	Next Meeting January 23 at 6pm, Joint Meeting of Board of Selectmen and Finance Committee on Saturday, 27 th of January, 9 a.m. to discuss ARPA.
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 roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. Joseph Z. Shank gave his permission to stamp signature.
VI: EXECUTIVE SESSION:	None
VII. ADJOURNMENT:	Motion to adjourn was made by Theresa A. Morse and seconded by Joseph Z. Shank at 9:10 pm. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.
	Recording of meeting found at: https://www.youtube.com/watch?v=20WknesGbCw&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=3
	Minutes submitted by Sabrina Moore on 02/06/2024.

