



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: February 06, 2024 18:00 Eastern Time {US and Canada}

RECEIVED
MAR 27 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 01/09/2024, 01/23/2024, 01/24/2024.

II. APPOINTMENTS AND HEARINGS:

2.1 (6:05) Joint Meeting with Finance Committee and NMRSD to discuss the school budget.

Board of Selectmen meeting called to order at 6:05 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 announced that the meeting is being recorded, live on channel 9, will be on the Town's YouTube channel afterwards.

Additions: 2.3 move out of order to 2.1, 3.3

Appointment to Townsend Properties Committee, 4.8 Finalization of the Incident Response Team makeup, 4.9 Discuss COA van regarding covered parking in inclement weather, 5.1 Adams Dam, 5.3 Legal Notice for 65 Main Street

Deletions: None

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the meeting minutes of 01/09/2024, 01/23/2024, 01/24/2024. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes and Theresa A. Morse yes.

Don Hayes called the Finance Committee meeting to order at 6:09 p.m. with roll call Mark Hussey present in person, Don Hayes present in person, Andrea Wood present remotely, Jerrilyn Bozicas present in person. Brad Morgan and Nancy Haines were present remotely and screenshared the NMRSD FY25 School Budget. Brad Morgan explained the funding formula for NMRSD and elaborated on the funding challenges annually and specific to FY25 which included increased transportation cost, health insurance coverage cost, staff cost and hiring challenges and special education cost. It will require a proposition 2 ½ override to maintain the services. 2/8/24 public hearing for the budget. An override would carry the school district for a few years until there are changes in the funding formula at the State level. A short discussion was held on challenges and ways to have the Highschool track used again by the Public.

2.2 (7:00) Review possible project(s) for the Unified Planning Work Program (UPWP) Project Solicitation from MRPC.

2.3 (7:30) Joint Meeting with Capital Planning Committee to discuss FY25 requests.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

Motion to adjourn was made by Mark Hussey and seconded by Jerrilyn Bozicas at 6:42 p.m.

Roll call vote Mark Hussey yes, Jerrilyn Bozicas yes, Don Hayes yes, Andrea Wood yes, Josh Leavitt yes (joined meeting at 6:30 p.m)

Jessica Consolvo was present remotely and quickly explained the UPWP studies done in the past in Townsend. This year's study was along 119 and Main street near the Highschool/Hannaford area. It was previously requested for FY24 but Townsend was not accepted then. For FY25 the request was narrowed down a bit and Jessica Consolvo asked for the Board to sign the proposed letter of support to be sent with the application. The Board gave their support and will sign the letter after being put on the Board letterhead. Joseph Z. Shank authorized his signature to be stamped.

Theresa A. Morse called the Capital Planning Committee meeting to order at 6:39 p.m. with Theresa A. Morse present in person, Mark Hussey present in person and Jerrilyn Bozicas present in person. Natalie Call joined the meeting in person at 6:57 pm. Motion was made by Jerrilyn Bozicas and seconded by Mark Hussey to approve the meeting minutes of 02/01/2024. Motion was passed with Theresa A. Morse yes, Mark Hussey yes, Jerrilyn Bozicas yes. Theresa A. Morse screenshared FY25 recommendations. The list was grouped by funding sources.

Record Management System for Police Department. Fire Department Emergency Management Heavy Rescue Equipment.

Highway One new Plower/Sander/Dumptruck Bond for Plower/Sander/Dumptruck combination was recommended instead.

Carport for COA was recommended to find better way to handle instead. The Capital Planning Committee requested to be able to disband. Town Administrator Eric Slagle suggested having one more meeting to include the proposal from Rise Engineering for LED lighting upgrades of several municipal buildings after rebates. The Capital Planning Committee agreed to do so. A motion was made to adjourn the Capital Planning Committee meeting at 7:05 p.m by Theresa A. Morse and seconded by Mark Hussey. Motion was passed with Theresa A. Morse yes, Mark Hussey yes, Jerrilyn Bozicas yes, Chris Nocella abstained.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Tyler Anthony

3.1 Appoint Tyler Anthony LaMarch as Recycle Center Attendant to the Recycling Center effective 02/06/2024 with start date 02/17/24.

3.2 Appoint James W. Kirk Assistant Fire Chief to the Townsend Fire – EMS Department for a term effective 02/06/2024 to 06/30/2024.

3.3 Appoint William Martin as a General Member at Large to the Townsend Properties Committee for a term effective 02/06/2024 until 06/30/2024.

IV. MEETING BUSINESS:

4.1 Approve/Adopt Remote Participation Policy – 2nd Reading.

4.2 1st reading of amended Memorial Hall Policy.

4.3 1st reading of amendment to the Meeting Decorum Policy (cell phone use during meetings).

4.4 Open Annual Town Meeting Warrant.

LaMarch as Recycle Center Attendant to the Recycling Center effective 02/06/2024 with start date 02/17/24. Motion was passed with roll call vote Theresa A. Morse yes, Chaz Sexton-Diranian yes, Joseph Z. Shank yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint James W. Kirk Assistant Fire Chief to the Townsend Fire – EMS Department for a term effective 02/06/2024 to 06/30/2024. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint William Martin as a General Member at Large to the Townsend Properties Committee for a term effective 02/06/2024 until 06/30/2024. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the Remote Participation Policy to replace policy number 2012-01. Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. Joseph Z. Shank authorized signature stamp.

This policy replaces the Memorial Hall Policy of 12/14/99 which is a pre-existing policy. This was updated in same verbiage. Capacity was updated. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to waive the reading of the whole policy. Motion was passed with roll call vote Chaz Sexton-Diranian, Joseph Z. Shank and Theresa Morse yes. 2nd reading of policy will be on 02/20/2024 meeting agenda.

The Board reviewed the revision draft. The Board okayed to change “Cell phones should never be used during a meeting unless the rest of the members have agreed to the use previous to the meeting to remove use previous and add to the use prior to the meeting. The Board okayed to strike “Any and all accommodations will be made regarding any ADA compliance requests”. 2nd reading of the revised policy will be on 02/20/2024 meeting.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to open the Annual Town Meeting Warrant and close it by March 1, 2024.

4.5 Discuss/Vote Special Town Meeting re: Override.

Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. Eric Slagle recommended to add a warrant article to move the closing of the Annual Town Meeting warrant from March 1 to April 1.

4.6 Discuss/Vote on 182 Warren Rd.

The Board discussed an early Special Town Meeting just to vote on the override like Pepperell on March 18th, 2024. This would allow for more time to have subsequent possibly needed Special Town Meetings and would give the School Committee an early idea of where the Towns are. This would include two school presentations and then a vote on the override. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to hold a Special Town Meeting on March 19, 2024 at 7PM. Motion was passed with roll call vote Chaz Sexton-Diranian, Joseph Z. Shank and Theresa Morse yes

For 182 Warren Road the Board discussed their plans. An A+R would have to go in front of the Planning Board. 5K were set aside for this purpose. Veronica Kell spoke to this remotely. The Affordable Housing Trust has funds for surveying this and would help to do this. The front part of the property could go to Habitat of Humanity as mentioned in the 5 year plan. This will need to be a Town Meeting warrant article. A+R will be done before that. The Board directed the Town Administrator to get quotes for A+R and reengage with Fish and Wildlife.

4.7 Discuss Webmaster search.

The Board discussed the webmaster search. The position was posted. One application was received.

4.8 Finalization of Incident Response Team makeup effective 02/06/2024.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to finalize the Incident Response Team makeup as follows:

1. Selectboard Member Chaz Sexton-Diranian
2. Finance Committee Member Don Hayes
3. Treasurer/Collector Member Melissa Dunnet
4. TCAM Member David Funaiole
5. Town Administrator Eric Slagle
6. Town Counsel Adam Costa
7. Chief Fire Gary Shepherd
8. Chief Police Member(s) James Sartell
9. Town Clerk Member. Kathy Spofford

Motion was passed with roll call vote Chaz Sexton-Diranian, Joseph Z. Shank and Theresa Morse yes Short discussion as to role of the Treasurer will be to fiscally be operating the Town without computer access for example in case of a critical event.

4.9 Discuss Council on Aging van parking in inclement weather.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.0 ARPA Projects - Project request form for bonus payments.

Amend votes from 1/23/2024 re: ARPA project cleanup.

Options were presented for inclement weather solution. Option 1: park the vehicle in the town garage. Option 2 park in bay of the Fire Department. The Board directed the Town Administrator to confirm option 2 with the Fire Department and to put a lease in place for inclement weather use.

Project Request form for bonus payments was moved to 02/20/2024 meeting.

1. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to reallocate \$9,886 from ARPA 14 (\$985 - Vinton Pond Comcast Buildout), ARPA 15 (\$1,516 - Other COVID Related Expenses), and ARPA 04 (\$7,385 - Online Permitting) to cover overage in ARPA 10 (Water Treatment Plant Engineering). Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.
2. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to reallocate \$29 from ARPA 14 (Vinton Pond Comcast Buildout) to cover overage in ARPA 22 (Gazebo Improvement). Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.
3. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to reallocate \$3,284 from ARPA 15 (Other COVID Related Expenses) to cover overage in ARPA 18 (Public Safety Expenses).). Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.
4. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to reallocate \$49,856 from ARPA 04 (\$33,348 - Online Permitting), ARPA 12 (\$15,838 - Stormwater Management), and ARPA 19 (\$670 – Cleaning and Disinfection) to fund approved increase in ARPA 09 (Broadband and WIFI). Motion was passed with roll call vote Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

5.1 Town Administrator Updates and Reports

Notice from the US bankruptcy court received for Local Government Opioid claimant to seek settlement for Chapter 11. The Board okayed to follow recommendation of Town Counsel on how to handle it.

Constable bond cancellation received. Check on Constable policy in surrounding towns. Coverage can be done by Police Department or shared Constables

5.2 Reports from Board liaisons

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

5.3 Announcements/Communications

- Pancake Breakfast at VFW

5.4 Next meeting - February 20, 2024, 6 p.m.

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

VI: EXECUTIVE SESSION:

6.1 Executive Session pursuant to GL c. 30A, s. 21(a)(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

VII: ADJOURNMENT:

within Towns. Regional check to see if we are not overly expensive. Possible use of regional Constables instead.

Adams Dam RDA received erosion control through National River and Watershed Association.

The maximum allowed number of participants in the Senior Work Off program were not met and adjustments could be made in the dollar amount given out per Senior. The question came up if it was allowed to double dip abatements and if there was a limit per family. The Board directed Eric Slagle to check on that and check with surrounding Towns and come back to the Board with an answer at a future date.

General Government – Theresa Morse: updates were given on Bylaw Review Committee, Conservation Commission, Energy Committee.

Elected Boards – Chaz Sexton-Diranian: update was given on the Water Department.

Public Safety – Joseph Z. Shank: Police Department update was given. Fire Department update was given.

- Feb 17, 8-10AM Pancake Breakfast at the VFW hall.
- 65 Main Street (Old Harbor Fire Station) Public Hearing Legal Notice was read into record.

5.4 Next Meeting Thursday 2/8/24 6 p.m. and regular meeting 2/20/24 6 p.m. Joseph Z. Shank recused himself from the school meeting.

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, Joseph Z. Shank and Theresa A. Morse yes

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to enter Executive Session at 8:56 p.m. and to adjourn in Executive Session:

1. Executive Session pursuant to GL c. 30A, s. 21(a)(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Recording of meeting found

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

Minutes submitted by Sabrina Moore on 02/20/2024.