



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 20, 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 02/06/2024.

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 in person.

Pledge of Allegiance recited.

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

Additions: None

Deletions: 2.2 deleted and moved to 3/5/2024 agenda, 3.1 deleted and moved to 3/5/2024.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the meeting minutes for 02/06/2024. Short Discussion as to change in minutes. An amended motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to include the change of 2.3 strike bond for Facilities and replace with bond for new Plower/Sander/Dumptruck combination. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

II. APPOINTMENTS AND HEARINGS:

2.1 (06:05) Joint Meeting with Bylaw Review Committee to discuss warrant article submission.

Bylaw Review Committee meeting was opened at 6:05 p.m. with Bill Cadogan present remotely, Beth Faxon present remotely, Veronica Kell present remotely, Robert Therrien present in person, Greg Smith present in person, Natalie Call present in person, Michael Brown in person, Maureen Galevi not present. Bill Cadogan shared his screen and paper handouts were handed out in meeting. Warrant articles and bylaw proposals were still pending Town Counsel review. Warrant article proposals were presented and bylaw change and new bylaw proposals were briefly explained to the Board of Selectmen. The question came up to extend the Bylaw Review Committee to work beyond the allotted time per charter. This would allow to pick priority bylaws to pass in Annual Town Meeting and then work more in depth with the Consultant on the other Bylaws with extended time.

Motion was made by Veronica Kell and seconded by Beth Faxon to adjourn the Bylaw Review Committee at 6:39pm. Motion was passed with roll call vote all present in favor.

Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to extend the volunteers of the Bylaw Review Committee by 2 years. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

2.2 (06:30) Application for One-Day Special License of Tavern 13 for event on 03/09/2024.

### III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Appoint Derek Clement to the American Flag Committee effective 02/20/2024 for a term to expire June 30, 2027.

3.2 Appoint George Bumann as per diem van driver for the Townsend Senior Center effective 02/20/2024 with start date 03/20/2024.

3.3 Appoint Lori Alaimo as Transportation/Administrator/Lead Van Driver for the Townsend Senior Center effective 02/20/2024 with start date 03/04/2024.

### IV. MEETING BUSINESS:

4.1 2nd reading of amended Memorial Hall Policy.

4.2 2nd reading of revision to the Meeting Decorum Policy (cell phone use during meetings).

4.3 Mandatory Referral Notice ZBA 3 Wheeler Road.

4.4 Review and comment on final designs of study Townsend Rt. 119+Rt.13.

4.5 Discuss Webmaster Role, Potential Vendor.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to accept the recommendations of the Bylaw Review Committee to be put on the Annual Town Meeting warrant. Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

2.2 deleted and moved to next meeting.

3.1 deleted and moved to next meeting.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint George Bumann as per diem van driver for the Townsend Senior Center effective 02/20/2024 with start date 03/20/2024. Motion was passed with 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 Lori Alaimo as Transportation/Administrator/Lead Van Driver for the Townsend Senior Center effective 02/20/2024 with start date 03/04/2024. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

The Board okayed not to read the whole policy again. Motion was made by Theresa A Morse and seconded by Joseph Z. Shank to approve the policy for use of Memorial Hall auditorium. Motion was passed with 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 accept the revisions and approve the Meeting Decorum Policy. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Mandatory Referral notice ZBA 3-Wheeler Road. No comment from BOS.

Review and Comment on Final Designs. The Board reviewed them and okayed.

The Board discussed hiring a vendor for revize website maintenance and an interim webmaster for civic plus website maintenance. MetroGov applied as a vendor, the Board okayed to move forward with MetroGov. Veronica Kell previously expressed interest in filling in as civic plus interim webmaster. The Board okayed to move forward with Veronica Kell for a temporary fill in.

4.6 Discuss/Vote on Special Municipal Employee Status for the following Positions: Conservation Commission members, Zoning Board Members, On-Call Firefighter, On-Call EMT, On-Call Paramedic, Per Diem Firefighter, Per Diem EMT, Per Diem Paramedic, Webmaster, Building Commissioner, Board of Health members, Board of Water Commissioners.

4.7 Review Proposed Warrant for March 19, 2024 Special Town Meeting.

#### V. WORK SESSION:

5.0 ARPA Projects

5.1 Town Administrator Updates and Reports

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to move forward to try to engage the vendor in a contract. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Special Municipal Employees Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to make the following position Special Municipal Employees: Conservation Commission members, Zoning Board Members, On-Call Firefighter, On-Call EMT, On-Call Paramedic, Per Diem Firefighter, Per Diem EMT, Per Diem Paramedic, Webmaster, Building Commissioner, Board of Health members, Board of Water Commissioners. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

The Special Town Meeting warrant articles for the override were reviewed. Nashoba Valley Technical School District and North Middlesex Regional School District will have presentations at the Special Town Meeting. The Board discussed splitting the warrant articles for each school up. The Board set a meeting for 2/28/2024 at 2PM for this purpose. Joseph Z. Shank announced he may not be available for the 3/19/24 Special Town Meeting date.

5.0 None

Special Town Meeting Childcare will be offered at the Recreation Center.

Coppersmith Way and Penny Lane quote of total cost estimate for resurfacing were discussed. The Board agreed to move forward with using Chapter 90 money to compensate the needed amount to accept as public ways.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$1,332,465 borrowing authorized by vote of the Town passed May 2, 2023 (article 11) is hereby determined pursuant to G.L. c.44 section 7(1) to be as follows:

Ambulance 1	10 years
Engine 3	20 years
F350 Pickup Truck w/Plow	10 years
Culvert Inspection Camera	10 years
10ft Wing Plow	10 years
Crew Cab Fullsize Pickup Truck	10 years
Flammable Storage Cabinets	10 years

Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. The Board signed the document in the meeting.

The Town Administrator evaluation was moved to the next meeting. The Board signed the document in the meeting.

## 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

- ZBA Notice of Decision 355 Main

St., 99 Clement Rd., 23 Shirley Rd.

- Seeking Qualified Constables

## 5.4 Next meeting - Tuesday, March 5, 2024.

## 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 litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares.

## VII. ADJOURNMENT:

Saturday morning 3/9/24 budget meeting was scheduled. The Board okayed for the Town Administrator to revise budget numbers as it goes along with the school budget revisions.

Updates were given on general government, elected boards and public safety. It was noted that online permitting for plumbing and electrical was not initially rolled in as the code stated that it is allowed to submit by mail. Town Administrator will start to push to get these online.

## 5.3 Announcement

Al stone Celebration of Life on March 24<sup>th</sup>, 1PM at Groton Hill Music ZBA notice of decision of 355 Main Street.

Town is seeking Constables and Volunteers on Boards and Committees.

Next Meeting Wednesday, February 28, 2024 at 2PM.

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 yes and Theresa A. Morse yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to enter Executive Session at 7:59 p.m. and to adjourn in pursuant to GL c. 30A, s. 21(a)(3), to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares.

Recording of meeting found

at: <https://www.youtube.com/watch?v=mHEbfPiLZZs&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=4&t=994s>

Minutes submitted by Sabrina Moore on 03/19/2024.