

Selectmen's Meeting Minutes
October 19, 2021

Chairman's
additions &
deletions

Public Comment

Minutes

TCAM bylaws,
agreement,
financials, and
policies.

The meeting was called to order at 6:01P.M. Roll Call: Chairman Veronica Kell – Present, Vice-Chairman Joseph Shank – Present, Clerk Chaz Sexton-Diranian – Present.

- Interim Town Administrator, Ross Perry – Present.

Add 3.4: Animal Inspector nominations
5.3 Announcement of Halloween and trick-or-treat hours
Delete: 4.6 Mandatory Referral comment for 5 Turnpike Road

Laura Shiffrin thanked the Board for all their efforts

Selectman Kell suggested making a folder for reviewing minutes prior to approval at a Selectmen's meeting. Selectman Sexton-Diranian to make a folder titled working minutes in SharePoint

August 21, 2021 and September 21, 2021 to be moved to the working minutes file for review

June 9, 2021

Selectman Sexton-Diranian moved to approve the June 9, 2021 meeting minutes.

Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.

July 26, 2021 tabled

Steve Sheldon, Dave Funaiole, and Lisa Lewand, TCAM (Townsend Community Access Media, Inc.) Officers along with their Attorney Elizabeth Reinhardt met with the Board of Selectmen.

Attorney Reinhardt explained she was retained by TCAM to continue the work to form the corporation and operating procedures. Attorney Reinhardt noted that the items of discussion that would need action and approval from the Board of Selectmen are:

1. Agreement between the town dated September 6, 2020 has reciprocal obligations
2. Amend the agreement as originally drafted which provided that TCAM would apply to the IRS for a 501c3 status in September 2020
3. Request for approval of the articles of amendment to the original TCAM articles of organization which created the corporation and the bylaws

The Board reviewed the filings (certificate of change of directors as incorporated in the meeting minutes)

After discussion, Selectman Sexton-Diranian moved that we approve a quarterly request for funding for the Townsend Community Access Media, Inc., in the amount of \$195,462.10 on a written confirmation from TCAM's Attorney. Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.

Attorney Reinhardt requested the Board amend two of the founding documents that were in place when the organization was formed. The changes that will be requested will be forwarded to the Board in a red-lined version so the differences can easily be reviewed.

After discussion, Selectman Sexton-Diranian moved to allow TCAM to file the articles of amendment associated with the articles of corporation and for a grant agreement to submit to the IRS and to the Attorney General. Selectman Shank seconded. No vote taken

Selectman Kell asked for 2 motions, one to accept the articles of amendment to the articles of organization and the second would be to move to accept the restated bylaws. Selectman Sexton-Diranian so moved. Attorney Reinhardt suggested to approve not accept. Selectman Sexton-Diranian amended. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.

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TOWN OF TOWNSEND
TOWN CLERK

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Voting Precincts	After discussion, Selectman Sexton-Diranian moved to approve the amended grant agreement between the town of Townsend and Townsend Community Access Media, Inc., dated September 15, 2020 to extend the filing deadline for October 23 rd with the IRS on or before December 31, 2021. Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.
Appointments T/A Search	<p>Town Clerk, Kathleen Spofford met with the Board explaining that after the Federal Census is completed the Elections divisions goes through the census date and the precinct sizes. Ms. Spofford gave the Board the new precinct maps for the Board to review (see attached).</p> <p>Selectman Sexton-Diranian moved to approve the revised voting precincts as proposed by the Town Clerk. Selectman Shank. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.</p> <p>Selectman Kell nominated Selectman Chaz Sexton-Diranian as the Selectman Representative on the Search Committee. Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.</p> <p>After discussion, Selectman Shank moved to nominate Dave Chenelle as the resident member. Selectman Sexton-Diranian seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.</p>
Recycling Attendant	Selectman Shank moved to make Dave Funairole be on as the Department Head. Selectman Kell seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.
Conservation Department Assistant	Selectman Sexton-Diranian moved to accept Andrew Funk as the town employee for the TA Search Committee. Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.
Animal Inspectors	Selectman Sexton-Diranian requested if any member of the Search Committee drops out or is unable to commit that the 3 volunteer response forms received will be re-visited. The Board agreed.
Highway Materials Award	Selectman Sexton-Diranian moved to appoint Sean Pearson as Recycling Attendant II contingent upon the passing of a CORI check and a pre-employment medical exam with a six-month probationary period. Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.
Class I,II,III licenses	<p>Selectman Sexton-Diranian moved to appoint Matthew Matos as the Department Assistant for the Conservation Commission contingent upon the passing of a CORI check and pre-employment medical exam with a six-month probationary period. Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.</p> <p>Selectman Sexton-Diranian moved to nominate John King and Mary Letourneau as Inspector of Animals for the Town of Townsend. Selectman Shank seconded. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.</p>
Road Opening Permit	<p>Chief Procurement Officer/Town Administrator Perry and the Highway Superintendent, James Smith reviewed the bids received, noting many of the items had 3 or more vendors. Town Administrator Perry read the recommendations as submitted by the Highway Superintendent into the record and as incorporated into the meeting minutes.</p> <p>Selectman Sexton-Diranian moved that we award the Highway Materials as just described. Selectman Shank. Vote: Chairman Kell – yes, Vice-Chairman Shank – yes, and Clerk Sexton-Diranian – yes.</p>

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License to sell
Christmas Trees

Selectman Shank disclosed he had a Class II Auto License and would be recusing himself from the vote.

Network Server
Approval

Selectman Sexton-Diranian moved to approve and sign out of session all 2022 renewals for CLASS I and III licenses contingent upon receipt of required documentation and payment. Selectman Shank seconded. Vote: Chairman Kell - yes, Vice-Chairman Shank - yes, and Clerk Sexton-Diranian - yes.

Surplus
Declarations

Selectman Sexton-Diranian moved to approve and sign out of session all 2022 renewals for CLASS II licenses contingent upon receipt of required documentation and payment. Selectman Kell seconded. Vote: Chairman Kell - yes, Clerk Sexton-Diranian - yes. Vice-Chairman Shank abstained.

Selectman Sexton-Diranian moved that we approve a Road Opening Permit for Bow Street as submitted by the Highway Superintendent. Selectmen Shank seconded. Vote: Chairman Kell - yes, Vice-Chairman Shank - yes, and Clerk Sexton-Diranian - yes.

Interim Town
Administrator
Report
(See attached
report)

Selectman Sexton-Diranian moved to approve a license to sell Christmas Trees from November 24, 2021 to December 25, 2021. Selectman Shank seconded. Vote: Chairman Kell - yes, Vice-Chairman Shank - yes, and Clerk Sexton-Diranian - yes

After discussion, Selectman Sexton-Diranian moved to approve the emergency purchase of a back-up appliance as submitted to the Town Administrator. Selectman Shank seconded. Vote: Chairman Kell - yes, Vice-Chairman Shank - yes, and Clerk Sexton-Diranian - yes.

Clerk Sexton-Diranian moved that we declare surplus unused voting booths signs and other smalls items with a value to be determined by the Town Clerk and the Chief Procurement Officer. JS seconded. Vote: Chairman Kell - yes, Vice-Chairman Shank - yes, and Clerk Sexton-Diranian - yes.

Clerk Sexton-Diranian moved that we allow to be declared surplus unused furniture with a value to be determined by the Police Chief and the Chief Procurement Officer. JS seconded. Vote: Chairman Kell - yes, Vice-Chairman Shank - yes, and Clerk Sexton-Diranian - yes.

See attached Town Administrator Report:

- Personnel:

- *Interim Town Administrator Perry requested the Board authorize the Town Administrator in conjunction with the Department Head to make any decisions regarding an employee's probationary status. The Board agreed with the caveat the Selectmen are informed of any decisions that are made.

Updates/Reports
General Gov't

- Informed the Board of the Fire Department Resignations
- Reminded everyone the warrant closes on November 1, 2021 at 4:00P.M.

Elected Boards

Selectman Sexton-Diranian to set a folder in SharePoint for warrant articles to be filed.

- Spoke with Kevin Miller regarding the MOU regarding the driveway. Mr. Miller has reviewed and signed, and the Board can sign after review from Counsel.

Public Safety

Selectman Sexton-Diranian moved that we approve the Memorandum of Understanding with Mr. Kevin Miller in regard to the scope of work that was discussed pending review of Town Counsel and sign out of session. JS seconded. Vote: Chairman Kell - yes, Vice-Chairman Shank - yes, and Clerk Sexton-Diranian - yes.

Announcements

- Discussion of the mask requirements in Town Hall ensued.

Selectman Kell:

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- Community Development Block Grant update and discussion regarding fuel and housing assistance.

Announce Board
of Health hearing

Selectman Sexton-Diranian:

- Will be attending the next Water Department meeting
- Board of Health is developing the mask advisories and developments
- Recreation is working on funding for the exercise equipment

Bills Payable
Warrant Approval

- Fire Department morale is improving.
- Police Department Officer has resigned and there maybe another down the road and possibly another discussion regarding that will be coming up.

Adjourn

Selectman Kell

- Acknowledged the two resignations from the Police and Fire Department.
- Trick-or-Treat will be on October 31, 2021 from 6:00P.M. to 8:00P.M.

Selectman Sexton-Diranian thanked the Library Trustees, the V.F.W., Karen Clement and everyone involved for everything they did for the Haunted Trail.

Selectman Kell announced there is a Board of Health public hearing on Friday, October 29, 2021 at 9:30A.M. for a petition by Shepherd Farms for a poultry processing plant/slaughterhouse.

Next meeting will be October 25, 2021 for a work session on ARPA funding

Clerk Sexton-Diranian moved to sign the bill payable warrant out of session and for the week of October 25, 2021. Vice-Chair Shank seconded. Vote: Kell - yes, Shank - yes, and Sexton-Diranian - yes.

Selectman Sexton-Diranian moved to adjourn the meeting at 8:19P.M. Vice-Chair Shank seconded. Vote: Kell - yes, Vice- Shank - yes, and Sexton-Diranian - yes.

Video footage of the October 19, 2021 meeting: https://youtu.be/ynLFvpZr6_U

Meeting Minutes for October 19, 2021 approve and released on _____ 2021.

Materials: agenda, minutes, TCAM filings, Road Opening Permit, Christmas Tree Application, nomination papers Animal Inspector, Town Administrator report