



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*

Chaz Sexton-Diranian, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

RECEIVED
SEP 22 2022

TOWN OF TOWNSEND
TOWN CLERK

Topic: Board of Selectmen

Time: August 23, 2022 18:00 Eastern Time {US and Canada}

I. Preliminaries:

Board of Selectmen meeting called to order at 6:04 p.m. with Theresa Morse and Veronica Kell, present. Veronica Kell announced that Chaz Sexton-Diranian will be joining the meeting once his technical difficulties are resolved. Chaz Sexton-Diranian joined late remotely at 6:07 p.m.

Pledge of Allegiance recited.

Veronica Kell announced that meeting is being recorded, is live on channel 9 and will be on Zoom afterwards.

Welcome & Thank
you

None

Public Comment:

No Public Comment

Additions or
deletions

Additions: Update TAYSA Lease under Town Administrator Updates
No deletions.

Minutes Review:
04/05/2022 and
05/17/2022

Motion was made to approve the minutes from 04/05/2022 by Theresa Morse and seconded by Veronica Kell. Veronica Kell corrected some form and cut and paste errors on Page 2 and 3. Roll call vote Theresa Morse and Veronica Kell in favor.

Motion was made by Theresa Morse and seconded by Veronica Kell to approve the minutes from 05/17/2022. Veronica Kell corrected typos on Page 3 and 6.

Roll call vote Theresa Morse and Veronica Kell in favor.

Chaz Sexton-Diranian lost connection at 6:11 p.m.

II. Appointments and Hearings:

2.1 Meeting with
Friends of the
Bandstand, Cemetery
and Parks, Building
Inspector and Robert
Therrien to discuss

Cemetery and Parks had no quorum, John Barrett only attended as an individual member. Friends of the Bandstand Jerrilynn Bozecas, Tubby Boucher and William Martin were present. Building Inspector Eric Chartrand was not present but submitted comments. Architect Robert Therrien was present.

Motion was made by Theresa Morse and seconded by Veronica Kell to move 4.2 of the agenda (Discuss/Review agreement and contract with Robert Therrien,

plans for the future
of the Gazebo
(Bandstand) on the
Common
(6:05 P.M.)

Architect) and take it in conjunction with 2.1. Roll call Veronica Kell and Theresa Morse in favor.

Veronica Kell screenshared list of proposed repairs (list came from Cemetery and Parks/Friends of Bandstand from July 5 Meeting) and Building Inspector Eric Chartrand's comments. Veronica Kell matched up the referred numbers of the list of proposed repairs with the numbering in Eric Chartrand's comments as follows:

- Number 1 of Erics List was number 8 of proposed repairs.
- Number 2 of Erics List was number 4 of proposed repairs.
- Number 3 of Erics List was number 1 of proposed repairs.
- Number 4 of Erics List was number 3 of proposed repairs.
- Number 5 of Erics List was number 7 of proposed repairs.
- Number 6 of Erics List is read by Veronica Kell and then per Building inspector money should be exhausted.

Robert Therrien spoke from his standpoint. Roger Rapoza had spoken with all the parties and clarified beforehand what the parties want to have considered in the project. Mr. Therrien had examined the Gazebo and determined the major structural stabilization of the Gazebo is needed while maintaining the character without comprehensive and restoration work. Mr. Therrien clarified his role in the project and focus on priority projects which can be done within the 50K budget, while anything beyond the 50K would be part of a later phase. Brief discussion as to ADA consideration and possible future Master Plan.

The Town Administrator Eric Slagle will take care of the procurement process and find a way to structure a bid for pricing up front, so if more money is coming in it can be added on.

John Barrett gave a copy of the meeting minutes of the Cemetery and Parks Meeting of July 26, 2022 at Kimball House to the Town Administrator. Copies were handed out by the Town Administrator.

Brief discussion as to who was going to assist Mr. Therrien with the scope of work and prioritizing the points. It was agreed by all parties that a permanent designee of each group will be chosen for that purpose. Roger Rapoza for the Cemetery and Parks Commission, a representative still to be determined by the Friends of the Bandstand, Eric Chartrand for the Building Department and Eric Slagle the Town Administrator will form a working group with Architect Robert Therrien to prioritize the items on the list to make the Gazebo safe. Eric Slagle will setup the first meeting of the working group.

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to accept the pro bono offer and services of Mr. Therrien for the Bandstand.

No Discussion was made. Motion was passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.

Robert Therrien asked for the agreement to be of limited scope within financial resources available. Robert Therrien gave the ok for Veronica Kell to amend the agreement in the 1st paragraph to add the wording "for a scope that fits reasonably within existing grant funds."

Motion was made by Veronica Kell and seconded by Theresa Morse to amend the agreement with wording as discussed. Motion was passed with all in favor.

III. Appointments of Officials/Personnel: Veronica Kell explained the whole discussion about a Constable Policy started on November 17, 2020, because an application from Mr. Stephen D'Amato was received. The decision was tabled. Consequently, the discussion to put a Constable Policy was put in place but wasn't finished at the time.

3.1 Discussion of Constable Policy

Veronica Kell further stated that the Town has 3 applications:

1. Mr. D'Amato - will need a check if still interested after the policy is posted.
2. Mr. Dold - his application may be incomplete.
3. Mr. Martin - his application is for a new appointment as the old appointment ran out in June.

Veronica Kell announced that before anybody will get appointed the Constable Policy has to be in place. There will be a posting for the position. For that purpose, Town Administrator Eric Slagle, Police Chief Sartell, and Board of Selectmen Chair Veronica Kell met a few weeks ago and weighed in on what should go in the policy. The suggested policy presented here was the result of that meeting.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to review the Constable application process and role policy and bring it forward for a first reading in September. Motion was passed with all in favor.

Veronica Kell read the Constable Policy. Minor changes were made to the policy by Veronica Kell per Eric Slagle's recommendations. Short Discussion as to payment and hiring of Constables. The question came up if the policy should state that the Town Clerk can directly control the Constables. This will be cleared up by the time of first reading per Chair Veronica Kell.

3.2 Appointment
Elise Johnson as
COA Assistant

Motion was made by Veronica Kell to take 3.2 out of order before 3.1. Motion was passed all in favor.

Motion made by Theresa and seconded by Chaz Sexton-Diranian to appoint Elise Johnson as Council on Aging Assistant Director/Program Coordinator.

Director/Program Coordinator	Karin Moore explained the position was created last summer and not filled. ARPA is funding it for this year and next year by general fund. Start date was estimated as the 19th of September. Karin Moore further explained the library would possibly like to keep Elise Johnson as an on-call employee per diem. A library posting will be made.
IV. Meeting Business:	Motion was made Theresa Morse and seconded by Chaz Sexton-Diranian to accept the Town Administrator Evaluation Form. No Discussion. Motion was passed all in favor
4.1 Discuss Town Administrator Evaluation Form	
4.2 Discuss/Review Agreement and Contract with Robert Therrien, Architect	4.2 was pulled up to 2.1 by Veronica Kell taken out of order.
4.3 Discuss British Commonwealth Remembrance Project Plaque Proposal	<p>Veronica Kell explained that the Board had asked previously that the Town Properties Committee would check if there was a place for a plaque placement. Short Discussion as to where the plaque should be placed per Town Properties Committee 3 suggestions as follows:</p> <ol style="list-style-type: none"> 1. In front of Town Hall 2. The Town Common 3. Upper Town Common <p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian that the Board will arrange with the British Commonwealth Remembrance Project for a placement of the plaque at the Town Common. The Motion was passed all in favor. The Board directs the Town Administrator Eric Slagle to reach out to the British Commonwealth Remembrance Project and review the look and size of the plaque and will be provided contact information by Theresa Morse. Per Eric Slagle it would be up to the Applicant James Normington to reach out to the Historic Commission and file a Notice of Intent - Certificate of Appropriateness.</p>
4.4 Greg Reeves Memorial Run – Approval and Road Closure	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the event for the Greg Reeves Memorial Run on October 8, 2022.</p> <p>No Discussion. Motion was passed all in favor.</p>
4.5 MRPC Age-Friendly Designation Discussion	Board directs TA to get in contact with Johnathan Vos and get Council on Aging and Members of the Housing Department to speak about it in a joint meeting for possibly September.

4.6 Highway Project Requests – Wheeler Rd, Knollwood Ln, Woodland Dr., Greeley Rd.	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to spend \$188,519.41 of Chapter 90 funds to pave Wheeler Rd.</p> <p>Short Discussion. Veronica Kell and Eric Slagle clarified that the Chapter 90 funds are State funds, which come in every year and are not part of the budget. Motion passed all in favor.</p> <p>Veronica clarified that the awarded Winter Recovery Money (WRAP) are additional funds in the amount of \$284,786.21 and the Highway Department is proposing to spend approx. \$199,926.21 of that on the pavement of the 3 mentioned roads.</p> <p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the Highway Department request to reclaim and resurface 3 roads Knollwood Ln, Woodland Dr., Greeley Rd. Chaz Sexton-Diranian clarified that this had been already coordinated with the Water Department. Motion was passed all in favor.</p>
4.7 Animal Inspector Nomination Posting	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to post the position of Animal Inspector with the change to wage of \$607.00. Motion was passed all in favor.</p> <p>Short Discussion: Veronica Kell explained that because of the resignation of John King and Mary Letourneau not being interested the posting was necessary.</p> <p>It was further clarified that this is a stipend position, and the Town pays higher than five hundred dollars per statute. In addition, it was clarified that the Town nominates, and the State appoints the Animal Inspector. Eric Slagle confirmed that as a recent change the Animal Inspector duties indeed include rabies control per the State. The Board agreed that the Board of Health should be the appropriate party for the Animal Inspector to report to per Eric Slagle.</p>
4.8 Contract with Good Energy for Community Aggregation	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian for Eric to sign the contract with Good Energy for Community Aggregation. Motion passed all in favor.</p> <p>Short Discussion: Town Energy Consultant Ross Perry explained that he is still clarifying a quote from Freedom Energy, Good Energy is in the process of quoting and he will get a third quote if one of the two is not of Ross Perry's liking, but that was for municipal buildings, which is a separate process. This Good Energy contract is just for the residents in Town to aggregate energy costs. The contract was reviewed by Town Counsel and Ross reviewed it as well. It was recommended by Ross Perry, that Eric Slagle is to correct City Council and replace it with Town in the contract</p>
4.9 Review Town Accountant Posting and Job Description for re-posting	<p>Veronica Kell recommended that the Town Accountant Posting and Job Description be reposted as it had outdated information on it regarding Ross Perry listed as a contact and grade T9 which was obsolete for some time. Chaz Sexton-Diranian suggested to the Board that Human Resources Director Callie Huff should approve the posting and send it to the Webmaster for posting on the Website and post on</p>

	MMA. Per Chaz Sexton-Diranian suggestion the webmaster and the admin should have sole permission to post. Veronica Kell agreed to that.
4.x.10 Consider Salvage Request from Cemetery and Parks	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the salvage request from Cemetery and Parks Department.</p> <p>No Discussion Motion passed with roll call vote Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor. Thank you to Roger Rapoza publicly and the Department by Chaz Sexton-Diranian.</p>
Work Session: 5.0 ARPA Projects	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to No Discussion Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.</p> <p>Veronica Kell read screenshared Town of Townsend ARPA project setups. Veronica Kell explained Eric Slagle can review the NM Cares Subrecipient Agreement, Eric Slagle updated the Board that it was reviewed by him, the format will change a bit and the content was fine and all set.</p> <p>Theresa Morse asked what happens in 2024 with funded positions. Veronica Kell explained that the positions are funded for the life of ARPA and if the Town doesn't absorb them the positions will go away. Veronica Kell further explained that if 10k to 15K is added to the Budget every year, then it will be okay when the ARPA funds go away for Human Resources and Community Resources as these are funded 100%. Assistant Director is partially funded only for this year, then absorbed in the COA budget a 100%. The Conservation agent is partially funded and hours depend on how everybody budgets, the extra hours are in with 5k a year.</p>
5.1 Town Administrator Updates and Reports	<p>Eric Slagle thanked the Board for the allowed time off. Eric Slagle presented Town Administrator updates:</p> <ol style="list-style-type: none"> 1. Veronica Kell noted that the TAYSA lease for the soccer fields will run out on August 31st. The RFP for the soccer fields was due on August 26th. Since Veronica Kell will not be available that day, Administrative Assistant to the Town Administrator and Board of Selectmen Sabrina Moore will be present as the official representative at the RFP opening. Veronica Kell announced she will put the RFP discussion and vote on Soccer Field Lease on the August 30, 2022 agenda. 2. The School District had requested a representative of the Town Administrator, Board of Selectmen, Finance Committee to attend in their 4 budget summits and Virtual Meetings on Mondays at 5PM - Dates: 10/17/22, 11/21/2022, 12/19/22, 01/30/23. Chaz Sexton-Diranian volunteered to be the representative for the Board of Selectmen at those meetings as he is the liaison. Short Discussion as to what budget paperwork and numbers may be brought to these meetings. Eric Slagle will ask the Finance Committee to add the appointment of the member of the Finance

Committee to their agenda for August 30, 2022.

5.2 Liaison updates

Therese Morse brought up a short discussion between the Board members about the Municipal Agreement between the Schools and the Town on what groups can use the buildings and pointed at that further communication was wanted after the virtual meeting with the Schools. Chaz Sexton-Diranian and Veronica Kell agreed.

Theresa Morse noted that she met with the Finance Committee and it was mostly preparation that will go to the August 30th, 2022 meeting.

5.2.0 Community Compact Grant availability and timeline

Short Discussion as to which of the grants the Town would apply for from the 4 listed:

1. Best Practices
2. IT Grant
3. Efficiency & Regionalization (E&R)
4. Municipal Fiber (March 15, 2023)

Chaz Sexton-Diranian advised that Guardian is writing up an IT grant and that the Municipal Fiber with Application timeframe March 15, 2023 is earmarked to be looked at with Guardian. Eric Slagle noted that he received some information from the State in regard to the grants.

5.2.1 General Government
A. Review of MMA
Select Board
Training

Theresa Morse spoke about the Newly Elected Select Board Training she attended and proposed budget outlines from the training. Theresa Morse shared the policies to check off at the end of the review time and general timelines and finance policies that were outlined in the training.

5.2.2 Elected Boards

Chaz Sexton-Diranian noted that he worked with the Opioid Committee in Massachusetts and there was a study done as well. He has worked with the Police Department and Fire Department. Short discussion as to late submission of proposal of proclamation for naming 08/31/2022 as International Overdose Awareness Day through Chaz Sexton-Diranian. Police Chief James Sartell planned to have ribbons for the Police Officers and have some sort of ceremony for the occasion. The Board agreed to recognize the 8/31/2022 this year as International Opioid Day and a formal Proclamation could be proposed at an earlier time for next year with some better planning. Theresa Morse had information ready to put on the website. Police Chief James Sartell pointed out the Police Department had a plan going for it and Harrison could get in touch with him for posting on the Town website. Short Discussion, as any of this was not previously discussed with the Town Administrator Eric Slagle. Veronica Kell agreed for Theresa Morse and Chaz Sexton-Diranian to

	plan something and work with Town Administrator Eric Slagle to post on the Town Website through Harrison.
5.2.3 Public Safety	None
5.3 Announcements and Communications	<p>Veronica Kell read out list of Announcements and Communications as follows:</p> <p>North Middlesex Regional School District Working Draft of the Regional Agreement</p> <p>School Lunch to post on website.</p> <p>Department of Public Utilities Notice of Filing and Request for Comments (Unitil)</p> <p>Email Drought Conditions</p> <p>Nielsen Inc Workers Compensation Audit</p> <p>North Middlesex School Lunch Program, will be posted on Town Website.</p> <p>Resignation Christopher Jones as Water Commissioner</p> <p>Resignation John King as Animal Inspector</p>
5.4 Next Meeting	Next meeting will be September 6, 2022 at 6 p.m.; August 30, 2022 Joint meeting with Finance Committee at 6 p.m.
5.5 Review and sign bills payable and payroll warrants	Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to review and sign payroll and bills payable warrants out of session. Motion passed with all in favor.
VI Executive Session (1)	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to enter Executive Session and to adjourn in Executive Session:</p> <ol style="list-style-type: none"> 1. Executive Session pursuant to GL c. 30(a), s. 21(a)(3) To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigation position of the public body and the Chair so declares regarding Clark v. Robert DeMoura
Adjournment:	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn at 10:17 p.m from Executive Session. Motion passed with all in favor.</p> <p>Recording of meeting found at: https://www.youtube.com/watch?v=OBvwdsUN7do&list=PLQpCwUSpXcCa-inxdzK0jQMgEx3wCFBbE&index=3</p> <p>Minutes submitted by Sabrina Moore on 09/20/2022.</p>

