

Board of Selectmen Meeting Minutes
03-15-2022, 6 p.m.

RECEIVED
JUL 05 2022

TOWN OF TOWNSEND
TOWN CLERK

Preliminaries:	Board of Selectmen meeting called to order at 6:01 p.m. with Joe Shank via Zoom, Chaz Sexton-Diranian and Veronica Kell present; Ross Perry, interim Town Administrator, present via Zoom. Pledge of Allegiance recited. Announced that meeting is being recorded and will be posted on YouTube Agenda item 5.1.1 future management structure of the Fire Dept will be at 7:15 pm. Public Comment - none.
Review/Approve minutes for 2/15 2022 and 3/1/2022	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve meeting minutes for 2/15/2022. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes. Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve meeting minutes for 3/1/2022. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Appointments and Hearings:	None
Appointments of Officials/Personnel: Community Services Coordinator	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Emily McCaffrey as Community Services Coordinator contingent on a reference check, a CORI check and a pre-employment physical with a one-year probationary period. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Conservation Commission	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Colby Streeter to the Conservation Commission for a term from today through 6/30/2025. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Open Space and Recreation Plan Committee	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint to the Open Space and Recreation Plan Committee Mary Jane Churchville as the Historic District Commission representative and George Sullivan as the Board of Health representative for a term from today through June 30, 2023. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Meeting Business: Bid for Shared Streets and Spaces Bike Lane and Crosswalk Striping	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to award the bid for the Shared Winter Streets and Spaces Bike Lane and Crosswalk Striping Project to K5 Corporation. Total bid is \$54,309.00. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
One-day liquor license for TCC	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve a one-day liquor license, wine and malt only, for the Townsend Congregational Church fundraiser on May 7, from 5-10 p.m. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.

Board of Selectmen Meeting Minutes
03-15-2022, 6 p.m.

Bond for Treasurer/Collector	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to instruct the interim Town Administrator to sign the bond for the Treasurer/Collector. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Waste Zero Agreement/BOH	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign the Waste Zero agreement contingent on Exhibit B (retailer list) of the document being completed. This is for trash pickup overflow bags. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Town Vehicle Use Policy	Discussion of town departments using the decommissioned water department vehicle in lieu of paying mileage, and review of various policies from other towns, including the current Vehicle Use Policy and towns such as Westborough, Nantucket. Perhaps maintain a 3-ring notebook holding accident report, mileage, and other forms. Decision was made that Ross Perry, interim TA, will write a draft policy to present at a future meeting.
TA Search Committee	Chaz Sexton-Diraniaian thanked the committee and reported that there were 18 applicants; 2 women and 2 men withdrew their applications. Six candidates were interviewed. The three finalists are Ryan MacLane, James M O'Meara, Jr and R Eric Slagle will be contacted with the next steps: when and where the interviews with the BOS will be held; in-person at Town Hall. Do we set up a set of questions? Possible dates for interviews were discussed; first choice is Sat, April 2, at 9 a.m., with Th, March 31, and Wed, Mar 30 as 2nd and 3rd choices. Veronica Kell will contact the finalists and invite each for a BOS interview.
Annual Town Meeting information session	Meeting will be on Wednesday, April 20, with a BOS meeting from 5:30-7 (rather than 4/19) and the information session will be in the Great Hall from 7-8:30. Ross checked with moderator John Barrett who is available 4/20 & 4/21, and Chaz will do the IT set up work with TCAM. (break-6:53-6:58)
Petition to make Harbor Trace and Cooperate Way town roads.	Town Counsel Adam Costa joins meeting and explains road acceptance statutory process under MA General Law and Townsend bylaw. A motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the petition for private roads Harbor Trace and Cooperate Way town roads and to notify the Planning Board of such per Ch 175-21 B(2). Motion failed with roll call vote: Joe Shank- no; Chaz Sexton-Diranian- no; Veronica Kell-no. Application is incomplete and in error; will not move on to Planning Board in its current state.
Work Session: (7:15 p.m.) 5.1.1 Discuss future management structure of the Fire Dept	(7:40) Acting Chief Gary Shepherd and Deputy Chief.Billy Elliot Chief position is \$1200/week (\$62400); available 24/7 (or assigns coverage). New position - Lieutenant dependent with possible Assistant Chief as an elevated internal position that responds on medical side as well as fire side. Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the structure of the Fire Department as proposed by acting Fire Chief Gary Shepherd. Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes. Budget line item increase may be able to be covered by ARPA funding if increase is due to COVID and will be discussed in budget process.

Board of Selectmen Meeting Minutes
03-15-2022, 6 p.m.

Meeting	
Business, cont'd:	Veronica Kell reviewed changes to draft of new lease and will send to TAYSA and Town Counsel for review.
Squannacook Meadows lease	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to extend the current lease with TAYSA for Squannacook Meadows to April 8, 2022. Motion passed: roll call vote: Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Work Session:	
ARPA projects	Veronica Kell met with Jennifer Thompson. ARPA projects defined. Asked that we hold up on assigning new projects until the end of April due to reporting deadline.
Town Administrator Update and Report	The FY23 budget deficit is down to \$500K+ from \$700K last meeting. NMRSD budget could provide some relief. Ross Perry will work with department heads to reduce budgets. Options to balance budget are using stabilization or a Prop 2 1/2 override.
Discussion of Capital Plan and Warrant Articles	Articles for ATM were reviewed for changes and adjustments. Capital Plan reviewed for funding sources- either borrowing or free cash.
Consulting for Treasurer/Collector office	A contract has been signed with former Treasurer/Collector Jared Aponte for \$75/hr with a maximum of \$900 to consult with current Treasurer/Collector.
Liaison Reports:	Audit Committee Audit requests for FY22,23,24, have a March 22 response deadline. No elected official report. No public safety report.
Announcements, Communications	Comcast plan changes announced. Hearing for accessory apt at 169 Wallace Hill Rd. Letter re: exposure/public urination at Yee's Village parking lot read into record. BOS to send email to individual who submitted letter. BOS will check with Police Chief & Town Counsel. Letter re: monarch butterfly Mayor's Monarch Pledge read into record. Community group needed to go forward. Resignation of Janelle Hart, Dog Park Feasibility Study committee effective Feb 1, 2022. Resignation of Kimberly Clark as Police Department administrative assistant effective March 9, 2022. Resignation of Gary Shepherd from Townsend Affordable Housing Trust effective March 11, 2022.
Bills Payable Warrant	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign the bills payable warrant and payroll out of session. Motion passed: roll call vote: Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.
Next Meeting	April 5, 2022, at 6 p.m.; April 2, 2022 (possible TA interviews)

Board of Selectmen Meeting Minutes

03-15-2022, 6 p.m.

Executive
Session
(9:57 p.m.)

Adjournment

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to enter into Executive Session pursuant to GL c. 30A s21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (Wescon v. Townsend Conservation Commission), and adjourn from Executive Session.

Motion passed: roll call vote - Joe Shank - yes; Chaz Sexton-Diranian - yes; Veronica Kell - yes.

Recording of meeting found at:

<https://www.youtube.com/watch?v=fIg3F3wPcwE&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=14>

Minutes submitted by Veronica Kell on 6/21/2022.

Board of Selectmen Meeting Minutes
03-15-2022, 6 p.m.