



## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Chaz Sexton-Diranian, *Vice Chairman*  
Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

**RECEIVED**  
**OCT 05 2022**  
**TOWN OF TOWNSEND**  
**TOWN CLERK**

Topic: Board of Selectmen

Time: May 31, 2022 18:00 Eastern Time {US and Canada}

### I. Preliminaries:

1.1 Call the meeting to order and roll call

Board of Selectmen meeting called to order at 6:06 p.m. with Chaz Sexton-Diranian, Veronica Kell and Theresa Morse (remote) present.

1.2 Pledge of Allegiance

Pledge of Allegiance recited.

1.3 Announce the meeting is being tape recorded

Veronica Kell announced that meeting is being recorded, is live on channel 9 and will be posted on the Town's YouTube page afterwards.

1.4 Chairman's Additions or deletions

Addition: 4.11 under Meeting Business Conservation Commission Fee Schedule.  
Deletion: Minutes 03/15/2022.

1.5 Public Comment:

None

1.6 Review/Approve the meeting minutes for 05/11/2022 and 03/15/2022

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the Meeting Minutes from 05/11/2022. Motion was passed with all in favor.

Minutes of 03/15/2022 were deleted in 1.4.

### II. Appointments and Hearings:

None

### III. Appointments of Officials/Personnel:

3.1 Appoint Michelle Dold as Constable for a term from July 1, 2022, through June 30, 2025

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Michelle Dold as Constable for a term from July 1, 2022, through June 30, 2025. The Motion was passed with all in favor. Discussion: Last year the term was one year as the Board was waiting to see if anything was changed for the Constables, but legislation has not changed. The Board agreed to appoint for 3 years going forward until heard otherwise.

3.2 Appoint Linda Mack as a member of the Conservation Commission for a term to expire on June 30, 2024	Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Linda Mack as a member of the Conservation Commission for a term to expire on June 30, 2024. Motion passed with all in favor. Discussion: Chaz Sexton-Diranian pointed out that Linda Mack is highly qualified for the position and that the proper channels were followed.
3.3 Appoint a member of the Select Board as alternate representative to the Montachusett Regional Planning Commission (MRPC) for a term from July 1, 2022 through June 30, 2023	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Chaz Sexton-Diranian as the alternate representative to the Montachusett Regional Planning Commission (MRPC) for a term from July 1, 2022 through June 30, 2023. Motion was passed with all in favor. Discussion: Veronica Kell explained that MRPC asked every year for a member of the Select Board and Planning Board to be appointed. The Select Board member is a non-voting member, the Planning Board member votes. Veronica Kell was the last MRPC representative and Chaz Sexton-Diranian volunteered for this term.
3.4 Appoint Everett Smith, Jamieson Goyette-Connerty, Max Benevides and Julia Holt as part-time temporary seasonal interns in the Water Department contingent upon a CORI check and a pre-employment physical with a one-year probationary period	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Everett Smith, Jamieson Goyette-Connerty, Max Benevides and Julia Holt as part-time temporary seasonal interns in the Water Department contingent upon a CORI check and a pre-employment physical with a one-year probationary period. Motion was passed with all in favor. Discussion: Eric Slagle pointed out to leave the probationary period out of the motion as it is in the Town's Personnel Policy and keep it as a best practice in the Personnel Policy in case a temporary employee becomes a permanent employee.
3.5 Appoint Elizabeth Serene as a member of the Recreation Commission for a term to expire on April 30, 2024	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Elizabeth Serene as a member of the Recreation Commission for a term to expire in April 2023. Motion was passed with all in favor. Discussion: The Board agreed the date to expire should be to the next Town Election in April 2023 as it is an elected position.

3.5.1 Appoint of Summer Recreation Counselors: Pay rate \$14.25/hr	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Jillian O'Keefe, Lydia Garneau, Rylan Arnold as seasonal Summer Rec Counselors for Summer 2022 at a pay rate of \$14.25/hr in accordance with Massachusetts minimum wage and Recreation Commission Pay Guideline contingent upon pre-employment physical and CORI check. No Discussion. Motion passed with all in favor.
3.5.2 Re-appoint Summer Recreation Counselors: Pay rate: \$14.25/hr	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to re-appoint Rylee Gendron, Wyatt Gallant, Abigail Huse, Alisha Praileau (new), Greta Helfter (new), Shea Decoteau as seasonal Summer Rec Counselors for Summer 2022 at a pay rate of \$14.25/hr in accordance with Massachusetts minimum wage and Recreation Commission Pay Guideline contingent upon pre-employment physical and CORI check. No Discussion. Motion passed with all in favor.
3.5.3 Re-appoint Summer Recreation Counselors Pay rate: \$15.00/hr	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to re-appoint Tim Burson, Savanna Guilmette as seasonal Summer Rec Counselors for Summer 2022 at a pay rate of \$15.00/hr in accordance with Massachusetts minimum wage and Recreation Commission Pay Guideline contingent upon pre-employment physical and CORI check. No Discussion. Motion passed with all in favor.
3.5.4 Re-appoint Summer Recreation Counselors: Pay Rate: \$14.75/hr	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to re-appoint Renee Serene as seasonal Summer Rec Counselors for Summer 2022 at a pay rate of \$15.00/hr in accordance with Massachusetts minimum wage and Recreation Commission Pay Guideline contingent upon pre-employment physical and CORI check. No Discussion. Motion passed with all in favor.
3.5.5 Appoint Summer Recreation Lead Sports & Activities Counselor: Pay rate: \$15.25/hr	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Ryan Lavery as seasonal Lead Sports & Activities Counselor for Summer 2022 at a pay rate of \$15.25/hr in accordance with the Recreation Commission Pay Guideline contingent upon pre-employment physical and CORI check. No Discussion. Motion passed with all in favor.
3.5.6 Appoint Summer Recreation Lead Arts & Crafts Counselor: Pay rate: \$15.75/hr	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Megan Donovan as seasonal Lead Arts & Crafts Counselor for Summer 2022 at a pay rate of \$15.75/hr in accordance with the Recreation Commission Pay Guideline contingent upon pre-employment physical and CORI check. No Discussion. Motion passed with all in favor.
3.5.7 Appoint Summer Recreation Jr. Operations Assistant:	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Kimberly Kasparian, Evan Shine (rehire, new) as seasonal Jr. Operations Assistant (supervisory position) for Summer 2022 at a pay rate of \$17.00/hr in accordance with the Recreation Commission Pay Guideline contingent upon pre-

Pay Rate: \$17.00/hr	employment physical and CORI check. No Discussion. Motion passed with all in favor. Discussion: Theresa Morse asked if the positions are new positions and Emy Hoff clarified that the positions are new for the specific person as they have been with the Rec Department in other positions before but not a newly created position.
3.6 Resignations:	Veronica Kell announced the resignation of Theresa Walsh as Interim Town
3.6.1 Resignation Interim Town Accountant	Accountant effective May 27, 2022. The Board, Ross Perry and Eric Slagle thanked Theresa for her service to the Town.
3.6.2 Resignation member of the American Flag Committee	Veronica Kell announced the resignation of Paul G. Smith as a member of the American Flag Committee effective May 13, 2022. Veronica Kell noted that last year a lot of volunteer response forms were received last year and may be still interested.
3.6.3 Resignation member of the Townsend 300 <sup>th</sup> Anniversary	Veronica Kell announced the resignation of Cynthia Donovan-Schuster as a member of the Townsend 300 <sup>th</sup> anniversary Committee effective May 18, 2022.
3.6.4 Resignation member of the Townsend 300 <sup>th</sup> Anniversary Committee	Veronica Kell announced the resignation of Linda Johansen as a member of the Townsend 300 <sup>th</sup> Anniversary Committee effective May 20, 2022.  Veronica Kell thanked all for their service to the Town.  Veronica Kell thanked both of them
3.6.5 Resignation member of the Townsend Conservation Commission	Veronica Kell announced the resignation of Jennifer Eaton as a member of the Townsend Conservation Commission effective April 27, 2022. The Board thanked Jennifer Eaton for everything she has done.
<b>IV. Meeting Business:</b>	Eric Slagle asked for direction from the Board regarding seeking a new labor counsel. Per Eric Slagle the Board could go with the person suggested within
4.1 Discuss MTC Law Labor Counsel	Mead, Talerman & Costa (MTC) or with an outside counsel referred to by MTC going forward, should an interview with the attorney suggested by MTC not be satisfactory. The Board approved Eric Slagle to setup an interview with Adam Costa and a designee from MTC as suggested labor counsel.

4.2 Discuss posting for representative to Nashua Squannacook Nissitissit Wild & Scenic Stewardship Committee	Veronica Kell explained that the representative of the Nashua Squannacook Nissitissit Wild & Scenic Stewardship Committee looks at how grants are funded amongst other things for the Wild & Scenic Rivers. Currently Townsend had two appointees one of them was Joan Wotkowicz as the representative and Bill Wilkinson as the alternate (assigned in 2019). The Committee is looking for a new alternate now and the Board agreed to post for this position.
4.3 Review/Approve two job descriptions for the Water Dept	Eric Slagle explained the budgeting for the two Water Department positions, the reasons for the positions and why they are necessary as well as the timeline for the Water Treatment Plant. David Vigeant and Todd Melanson answered the Boards questions. Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to approve the Distribution Foreman and the Chief Water Treatment Plant Operator job descriptions as presented. No further Discussion. Motion passed with all in favor.
4.4 Review/Approve vacation buy-out request for the Water Dept	Eric Slagle had reached out to the Union and asked for some more binding language. Chaz Sexton-Diranian read the letter dated May 25, 2022 from the Union into the record. Todd Melanson shared reasons why a buy-out in this case is justified and asked for the Boards support. Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to approve the 120-hour payout for David Vigeant of the Water Department. No Discussion. Motion passed with all in favor.
4.5 Review/Approve Reserve Fund Transfers	West Townsend Reading Room and Insurance Change Reserve Fund Transfers will be handled directly by the Finance Committee and no vote was necessary per Ross Perry.
4.6 Discuss posting for West Townsend Reading Room Committee.	Veronica Kell explained there was no committee in place, the duties have been handled by the Administrative Assistant. The Board agreed that the posting will be posted.
4.7 Discuss new posting for Conservation Commission member opening.	The Board agreed that the posting will be posted.
4.8 Road Opening Permit Application	Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to approve the road opening permit to install an insulator for Main Street at New Fitchburg Road. No Discussion Motion passed with Theresa A Morse, Chaz Sexton-Diranian and Veronica Kell in favor.



4.9 Consider and respond to mandatory referral for Food Truck business at 32 Main Street	Veronica Kell read the referral notice into the record. The Board agreed to put in the comments that the Board of Selectmen would like the Planning Board to consider the security and use of the parcel during off hours, the mobility of the food trucks, ensure that they are not permanent fixtures on the site and the need for 80 parking spots for 8 trucks, which seems exorbitant.
4.10 First Reading of updated Vehicle Use Policy	Short Discussion. The Board agreed to include the Town Hall Vehicle and scheduled the first reading for 06/21/2022 Board of Selectmen meeting.
4.11 Addition: Conservation Fees	Adjustments to previously approved Conservation Commission Fee Schedule. \$30 should be per hour not a flat fee. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to accept the fees brought forward by the Conservation Commission. Motion was passed all in favor.
<b>Work Session:</b> 5.0 ARPA Projects	Wide Discussion as to ARPA Projects and Harbor Sidewalk. The Board directed Eric Slagle to reach out to surrounding communities to discuss the Proctor Road stretch of street for Shared Streets for all and after that talk with Brad Harris from MRPC as well as NMCOG.
5.1 Town Administrator Updates and Reports	<ol style="list-style-type: none"> <li>1. Eric Slagle informed the Board that the Town Accountant and Human Resources positions were posted on the MMA website. The Board directed Eric Slagle to hold the first round of interviews without the Board and then present them to the Board in a second interview where a finalist will be chosen. It was clarified that for the Town Accountant interview the Assessor, Town Administrator, Board of Selectmen and Treasurer/Collector would be present in a interview.</li> <li>2. A sale of Pine Ridge was not confirmed.</li> <li>3. Eric Slagle mentioned he would like to reach out to the Auditing firm to get the contract amended as the expiration date of the contract is in June and would need an extension to be able to complete the contract.</li> <li>4. Plans for Landscaping Contract in FY23 were discussed with the Board. CBF will cover landscaping through the end of June 2022 and to the Boards understanding going forward the Facilities Department will be taking care of Town Hall and Cemetery and Parks Department takes care of the other areas . Eric Slagle will have a meeting with Facilities Department Robert Beauchamp and Roger Rapoza from the Cemetery and Parks Department to work out the details.</li> </ol>

5. Townsend is part of an article in a planning magazine, a national publication. Once a copy of the final article is received Eric Slagle will share it with the Board and post online.
6. The Town has obtained the rights to official accounts for LinkedIn, Facebook, Twitter. Eric Slagle informed the Board that an updated social media policy is in process and will be presented in the next Board of Selectmen meeting of 06/07/2022.
7. Eric Slagle thanked Ross Perry for his help in transitioning and the Board thanked Ross for everything he has done. Ross Perry in turn thanked the Board for the support and gave a thanks to the Departments and Staff and the voters at home.
8. Eric Slagle suggested to the Board to keep Ross Perry under a formal agreement to assist with:
  - An ongoing case with a hearing scheduled end of June and beyond.
  - Municipal Energy Aggregation.
  - Town Administrator Consultant for the FY24 Budget and other emergencies.

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to have Eric Slagle bring forward a contract to the Board to hire Ross Perry for the three reasons mentioned above. No Discussion. Motion was passed all in favor. The contract will be presented in the next Board of Selectmen meeting of 06/07/2022.

## 5.2 Liaison updates Theresa Morse shared updates:

- Did not meet Accountant yet.
- Met with the Veteran Agent, everything was ok.
- Energy Commission were directed to come up with the Master Energy Plan. They would like two alternates added to the Energy Committee. Veronica Kell agreed to add this to the 06/07/2022 meeting.
- As part of the Historic District Commission Liaison, Theresa Morse attended the meeting at the Gazebo/The Bandstand and Cemetery and Parks- mentionmed would like to move their Board of Selectmen meeting attendance to 06/21/2022 to form a more robust plan.

## Chaz Sexton-Diranian shared updates:

- The Recreation Commission is ready to go for the Summer.

	<ul style="list-style-type: none"> <li>The Planning Board had a lot on their plate and Chaz Sexton-Diranian expressed his appreciation for all their work.</li> </ul>
5.2.1 General Government	None
5.2.2 Elected Boards	None
5.2.3 Public Safety	None
5.3 Announcements and Communications	Chaz Sexton-Diranian and Theresa Morse shared memories from the Memorial Day Parade and thanked everyone for coming. Chaz Sexton-Diranian pointed out that the Town is looking for Volunteers and asked the Public to consider becoming a Volunteer for the Town.
5.4 Next Meeting	Next meeting will be June 7, 2022 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 all in favor.
<b>VI Executive Session (1) Adjournment:</b>	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn from general session at 8:55PM and enter Executive Session and to adjourn from Executive Session:</p> <ul style="list-style-type: none"> <li>Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with non-union personnel (Police Chief)</li> </ul> <p>Motion passed with all in favor.</p> <p>Recording of meeting found at: <a href="https://www.youtube.com/watch?v=BQ9WluK-lxw&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=11&amp;t=1933s">https://www.youtube.com/watch?v=BQ9WluK-lxw&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=11&amp;t=1933s</a></p> <p>Minutes submitted by Sabrina Moore on 10/04/2022.</p>