



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*

SELECTMEN'S MEETING MINUTES FOR WORK SESSION, June 25, 2021, AT 12:00 P.M.

TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84601613541?pwd=cUpsY1BTYWxLU3BqQWQ0TXZ1UU5hUT09>

Meeting ID: 846 0161 3541

Passcode: 744800

One tap mobile

+13017158592,,84601613541#,,,,*744800# US (Washington DC)

+13126266799,,84601613541#,,,,*744800# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 846 0161 3541

Passcode: 744800

Find your local number: <https://us02web.zoom.us/j/kdRKJHxjK>

R E C E I V E D
APR 01 2022

TOWN OF TOWNSEND
TOWN CLERK

I. PRELIMINARIES – VOTES MAY BE TAKEN:

1.1 Call the meeting to order and roll call.

Meeting called to order at noon with Joe Shank, Chaz Sexton-Diranian, and Veronica Kell present.

1.2 Announce the meeting is being tape recorded.

1.3 Chairman's Additions or Deletions.

Veronica - none

Chaz – 3 items re: Guardian IT to be discussed under 5.3 Communications

Joe – rat update [pest control]under 5.3 Communications

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

III. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN:

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Town Administration Updates and Reports.

5.1.1 Public Water Supply & PFAS Public Forum

Forum at 7 pm on Monday, June 28, in-person only (but it will be taped). Mary Jude Piglsey at DEP will be present to answer questions, and will add to the Townsend presentation.

Veronica will see about the building being opened.

Sound system needs to be rented at (\$1200). Chaz will approach water department re: payment from water dept budget. Chaz has been working with the BOWC on the agenda, and budget.

Motion: (Chaz)Move that once the funding stream is determined, TCAM goes forward with ordering the rental of the sound system for the Great Hall. (Joe)second.



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, Chairman
Joseph Shank, Vice Chairman
Chaz Sexton-Diranian, Clerk

*Later in the meeting, Chaz reported that he heard from a water commissioner, and there are funds in the water dept budget for the sound system, so the BOWC will vote on that at their next meeting. But the BOS can have TCAM go ahead with the rental of the system.
Vote: All in favor (unanimous).*

5.1.2 Finances

-American Recovery Program Act (ARPA) Funding

Still in need of the NEU number and our FY20 budget number for the application for the funds.

-Purple Heart Community Purchases

*Joe Mazzola (Veteran's agent present). Commented on 15 signs being purchased for the Community that will be posted prior to Aug 7, Purple Heart Day, by the Highway Dept on the highway signs as you enter our community. There are funds budgeted for this
There will be a ceremony at Town Hall on Saturday, August 7.
Proclamation read (vote was already taken by BOS). Veronica, Joe, and Chaz will sign.*

-AFSME union rates for employees report

*Motion: (Chaz) Move to accept the AFSCME Clerical union pay rates for FY22 presented to the union on June 24, 2021, with the exception of one individual. (Joe) second.
Vote: All in favor (unanimous)*

*Pay rates for other AFSCME units to be discussed in a meeting Tuesday, June 29.
IAFF contract not yet settled.*

-Guardian IT payments

*One bill to be charged to Highway budget. Further Discussion on Monday.
MRT for Guardian IT bills in the works; with all MRTs to be approved by July 15.*

-Covid Funding for salaries

*Status needs to be determined. July 2-12 are the dates that bathrooms are not being cleaned.
The question is can CARES Act funds for cleaning continue to be used?*

-NFP payments

*Motion: (Chaz) Move that the invoice for the May 2020 NFP contract be paid. (Joe) second.
Vote: All in favor (unanimous)*

Motion: (Chaz) Move that the chair send a letter to NFP for the 2021-2022 contract. (Joe) second.

Veronica noted that the May 2021 contract for FY22 has not previously come before the board for consideration; letter to vendor explaining that when an interim TA is on-board the Town's health insurance needs will be examined.

Vote: All in favor (unanimous).

-FY22 Insurance

*In discussion with town counsel, as long as terms are agreeable by finance team in town, signing the insurance for FY22 should go forward. Motion deferred to Monday BOS meeting.
Insurance agent invited to attend BOS Tuesday, June 29, meeting.*

5.1.3 Japanese Knotweed and Insurance

Groton's insurance covers the application of herbicides, which is how volunteer applicator is covered. Applicator is part of a volunteer team in Groton that deals with invasives.



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, Chairman
Joseph Shank, Vice Chairman
Chaz Sexton-Diranian, Clerk

Question: Does the town's coverage include the application of herbicides?

5.1.4 Report on Interim and Temporary positions search

Joe recused himself for discussion of Temporary help in BOS office, Executive Assistant position. One application for an internal candidate has been received. Veronica and Chaz will individually contact the applicant.

Question on whether or not we need a 10-day posting for an internal, temporary appointment. Veronica will consult with counsel.

Joe returns for Interim TA appointment discussion.

The interim TA committee will be set up this week consisting of 9 persons – one representative from each union, 1 non-union, and the 3 selectmen. The request will be sent out today after review from the selectmen as previously voted.

5.1.5 The Wall that Heals - flags and buntings at Town Hall and on the Common; Town Band payment

Rob and Eino have put up flags at Town Hall. No buntings not in good shape.

Joe reported that Betty Mae Tenney will allow funding for the Town Band at the Wall that Heals if the funds are returned to her at Special Town Meeting after free cash is certified.

Motion: (Chaz) Move that the band committee will forward \$1300 for the town band to play at the Wall that Heals and that the BOS will provide for reimbursement the funds to the band committee at Special Town Meeting once free cash is certified. (Joe) second

Vote: All in favor (unanimous)

Port-a-potties on the Common – for the band concerts. Add to next meeting for discussion.

Joe and Chaz are the town representatives speaking on July 1 and 3. Chaz will post what he plans to say on sharepoint.

5.1.6 Unregistered Vehicles complaint(s)

Officer notified Veronica that investigation is complete on complaint(s) received, and next step is Selectmen need to send a letter re: unregistered vehicles on Tyler Rd and perhaps at Tamarack Lane.

Veronica will get exact addresses and add this to Monday agenda.

5.1.7 Shared Streets and Spaces Procurement

The committee has called the vendors to see why they did not bid.

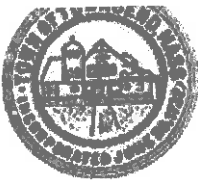
Committee is investigating if can bid parts of the project separately, and where we can bid.

5.2 Reports from Board liaisons.

Chaz reports that has enjoyed talking to all employees and boards as liaison, and thanks all that have been working hard over last few weeks.

Joe reports that IAFF rep says informed former TA that not happy with settlement. IAFF has presented a list of their wants. Joe has forwarded to town's labor counsel, and she will review. Veronica is liaison to Conservation Commission; letter sent by BOS to commission chair was received June 23.

5.3 Announcements, Communications, etc.



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, Chairman
Joseph Shank, Vice Chairman
Chaz Sexton-Diranian, Clerk

"Rat" update: Joe discussed with facilities and says pest control has been a struggle over past few years. There is currently no annual contract for pest control. Decision is to look at this as part of FY22 Facilities budget and how an annual contract would be partitioned budget-wise. This will go on a future agenda (July 20).

Guardian IT:

Invoices are going directly to Chaz. Chaz is sending them to the Treasurer. Treasurer will add them to the warrant for payment.

Logins for Guardian to the phone system (TPX).

Motion: (Joe) Move to have TPX give Guardian a separate account so that Guardian does not have to login to the phone system under an employee's account). (Chaz) second.

Vote: All in favor (unanimous)

There will be an executive session for IT security on July 20th.

Chaz requests that all issues with IT be brought to the board for discussion in a meeting.

Elevator inspection: emergency phone in elevator was not working. There are difficulties in the fact that Comcast, Verizon, Guardian, etc., are involved, and everything was funneled through an employee. To fix the elevator we need an elevator person, Guardian, and Comcast. Chaz hopes to make this more seamless. July 7th is the date that all will be present to get this worked out.

OWL – will be making an appearance in a test drive at the Tuesday, June 29th, BOS meeting, at Town Hall.

Note: We will need a screen and projector for the Great Hall for the PFAS meeting on Monday. Dave F from TCAM and Chaz will discuss.

5.4 Next meetings - June 28 at noon; June 29 at 6 p.m.; June 30 at noon
Updated to delete June 30 at noon and add July 2 at noon.

VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

VII. ADJOURNMENT:

Motion: (Chaz) Move to adjourn at 1:14 pm. (Joe) second. Vote: All in favor (unanimous)

Minutes submitted by:

Veronica Kell, 6/29/2021