



OFFICE OF THE BOARD OF SELECTMEN

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

R. Eric Slagle, Town Administrator

RECEIVED
NOV 03 2022
TOWN OF TOWNSEND
TOWN CLERK

Topic: Board of Selectmen

Time: June 21, 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 6:08 p.m. with Chaz Sexton-Diranian and Veronica Kell, 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 the meeting is being tape recorded, is live on channel 9 and will be on the Town's YouTube channel afterwards.

1.4 Chairman's Additions or deletions

Deletion: 2.1 (6:05) Joint Meeting with Cemetery and Parks Department and Friends of the Bandstand re: Gazebo renovation/restoration, Submission of a report moved to 7/5/22 meeting

Deletion: 3.2.3 Fire Department Volunteer Personnel Brian Borneman Auxiliary Volunteer

Addition: None

1.5 Public Comment Period

None

1.6 Review/Approve the meeting minutes for 03/15/2022

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve minutes for 03/15/2022. Note: Blank Page 2 will be removed, and page numbering will be fixed. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor, Theresa Morse abstained, as she was not a member at that meeting.

II. Appointments and Hearings:

2.1 Proclamation

2.1 was deleted.

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to move the proclamation from announcements up to 2.1 and replace 2.1 with the proclamation. Motion was passed with all in favor. Chaz Sexton-Diranian read the proclamation for Mary Rowse West 100th Birthday June 30, 2022.

2.2 (7:30) Hearing on Junk Dealers License – MJS Metals	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to renew and approve the Junk Collector's License for MJS Metals through May of 2023 with special conditions. Motion was passed with all in favor.
2.3 (7:30) Hearing on Common Victualler License – MDC Management Co., dba McDonalds	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to grant a Common Victualler License for MDC Management Co. dba McDonalds. Motion was passed with all in favor.</p> <p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve and sign licenses outside of meeting. Motion was passed with all in favor.</p>
III. Appointments of Officials/Personnel:	
3.1 – 3.1.7 Appoint members of Police Dept for a one-year term to expire June 30, 2023 as listed	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to bundle items 3.1-3.1.7 to appoint members of Police Dept for a one-year term to expire June 30, 2023 as listed in the agenda. Motion was passed with all in favor.
3.6 Appoint Shayna Appel as an on-call firefighter	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to take item 3.6 out of order. Motion was passed with all in favor.</p> <p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Shayna Appel as an on-call firefighter. Motion was passed with all in favor.</p>
3.2-3.2.3 Appoint members of the Fire Department for a one-year term to expire June 30, 2023 as listed	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to bundle items 3.2.1-3.2.3 to appoint members of the Fire Department for a one-year term to expire June 30, 2023 as listed in the agenda. Motion was passed with all in favor.
3.3-3.3.7 Appoint all board and committee members whose terms have expired as listed	Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to bundle items 3.3.1-3.3.7 to re-appoint Board and Committee members as listed in the agenda. Motion was passed with all in favor.
3.4-3.4.8 Appoint various inspectors in the Building Dept. as listed below	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to bundle items 3.4.1-3.4.8 to appoint members of the Building Department as listed in the agenda. Motion was passed with all in favor.

3.5 Appoint Patricia Jemiolo to Conservation Commission	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Patricia Jemiolo to the Conservation Commission for a 3 year appointment to expire 2025. Motion was passed with all in favor.
3.6 None	
3.7 Discuss/Appoint Callie Huff as Human Resources Manager	<p>Callie Huff was present. The Board introduced themselves. Eric Slagle informed the Board a first interview was completed. Each Board member asked interview questions.</p> <p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Callie Huff to the position of Human Resources Manager for the Town of Townsend. Motion was passed with all in favor.</p>
3.8 Nominate John King as Townsend Inspector of Animals	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint John King as Townsend Inspector of Animals for a term to expire April 30, 2023. Motion was passed all in favor.
3.9 Re-appoint Joan Wotkowicz to the NSN Wild and Scenic Stewardship Council	Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell re-appoint Joan Wotkowicz to the NSN Wild and Scenic Stewardship Council. Motion was passed all in favor.
3.10 Appoint Ryan Lapierre as Chief Water Treatment Plant Operator effective July 1, 2022	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Ryan Lapierre as Chief Water Treatment Plant Operator effective July 1, 2022. Motion was passed all in favor.
3.11 Appoint Kevin Keefe as Distribution Foreman effective July 1, 2022	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Kevin Keefe as Distribution Foreman effective July 1, 2022. Motion was passed with all in favor.
3.12 Appoint Edward Bowes as part-time van driver for the Townsend Senior Center	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Edward Bowes as part-time van driver for the Townsend Senior Center. Motion was passed with all in favor.
3.13 Appoint Joann Bronkema to the Council on Aging	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Joann Bronkema to the Council on Aging for a term to expire June 30, 2024. Motion was passed with all in favor.

IV. Meeting Business:	Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to table
4.1 Review/Approve MRT's	<p>4.1. Motion was passed with Veronica Kell and Chaz-Sexton Diranian in favor, Theresa Morse lost remote connection.</p> <p>Eric Slagle explained that the \$35,000.00 were to cover Melanson FY22 services and the \$10,000.00 were to reserve for Facilities Expenses.</p> <p>Motion to approve the two end of year Municipal Release Transfers for a total of \$45,000.00. Motion was passed with all in favor.</p>
4.2 Discuss a potential Constable Policy	The Board discussed and agreed to have Veronica Kell as Liaison work with the Police Chief on creation of a Constable Policy. Applicants are to be notified that a policy is going to be created and after that their application will be reviewed for consideration.
4.3 Discuss/Complete First Reading of Vehicle Use Policy	<p>The Board discussed that all the headers of the policies should be the same and agreed on a format being right justified, signature line for all the headers and the policy numbering as follows:</p> <p>01-2023 Vehicle Use Policy 02-2023 ARPA Funds Expenditure 03-2023 ARPA Allocation and Reallocation 04-2023 ARPA Sub-Recipient 05-2023 Emergency Assistance Policy 06-2023 Social Media Policy 07-2023 Constable Policy</p>
4.4 First Reading of Emergency Assistance Funds Policy	<p>Discuss/Complete First Reading of the Vehicle Use Policy was moved to July 5, 2022 Board of Selectmen meeting.</p> <p>Veronica Kell read the Emergency Assistance Funds Policy into the record. First reading was completed.</p> <p>Public Comment: Andrea Wood asked if there is anything in the policy regarding what happens if no monies are available. The Board clarified that this is not mentioned in the policy as the original policy also didn't include that. Further the Board clarifies the Community Coordinator is to seek all available services for the individual as part of their position.</p>
4.5 First Reading of ARPA Funds Expenditure Policy	Veronica Kell read the ARPA Funds Expenditure Policy into the record. First reading was completed.
4.6 First Reading of ARPA Funds	Veronica Kell read the ARPA Funds Allocation/Reallocation Policy into the record. First reading was completed.

4.7 First Reading of ARPA Sub-Recipient Funding Policy	Veronica Kell read the ARPA Sub-Recipient Funding Policy into the record. First reading was completed.
4.8 First Reading of the Social Media Policy	Short Discussion. Eric Slagle to check with Town Counsel about limits, restrictions and supervision. Eric to report back on this on the Board of Selectmen meeting of 07/05/2022.
4.9 Review Shared Streets and Spaces Report	Report is due the 30 th of June. Veronica Kell explained history behind and content of this report. Short Discussion. The Shared Streets and Spaces Committee will meet with Eric Slagle. The goal is to finish the report on Monday, 6/27/22. The Contact Person for the project was Emy Hoff.
4.10 Discuss/Approve MOU with AFSCME Police Union	Lost Zoom connection at 8:10 p.m. None
V. Work Session: 5.0 ARPA Projects	None
5.1 Town Administrator Updates and Reports	<ol style="list-style-type: none"> 1. TCAM: Eric Slagle to schedule a meeting with TCAM and the Board of Selectmen to talk about the TCAM video drop moving request, the agreement, and Comcast contract. 2. Municipal Hearing Officer: Eric Slagle to reach out to current Municipal Hearing Officer John Barrett to see if Eric Slagle is to take the position of Municipal Hearing Officer. 3. Ambulance Hardship Policy: Uncollectible medical bills for ambulances and potentially collectible bills, there is an ambulance hardship policy in place. Eric Slagle to investigate to see what other Municipalities have done and reach out to vendor Coastal Ambulance and inquire about status and why they are uncollectible. 4. Extension of extra hours of Assistant Town Accountant for vacation time, this is for an additional week, no extra week granted as voted in past meeting.
5.2 Liaison updates	None
5.2.1 General Government	None
5.2.2 Elected Boards	None
5.2.3 Public Safety	None

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| 5.3 Announcements and Communications | Cemetery and Parks Department to the interim Town Administrator
Public Hearing Notice Townsend Historic Commission
Letters of re-appointment Finance Committee
Cemetery and Parks Memo of Understanding
Antique and Classic Car Show and Birthday Bash |
| 5.4 Next Meeting | July 5, 2022 and Joint Meeting with Audit Committee and Finance Committee to review the FY21 Audit on June 23, 2022. |
| 5.5 Review and sign bills payable and payroll warrants out of session | Motion was 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 – VOTES MAY BE TAKEN:

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| 6.1 Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with union personnel (AFSCME Police) | Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn to Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with union personnel (AFSCME Police) at 8:38 p. m. and will adjourn from executive session. Motion passed with all in favor. |
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VII. Adjournment: Recording of meeting found at: https://www.youtube.com/watch?v=5VADANWrj_U&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=10&t=938s

Minutes submitted by Sabrina Moore on 11/01/2022.

