



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 7, 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 6:05 p.m. with Chaz Sexton-Diranian and Veronica Kell, Theresa Morse 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 on the Town's YouTube channel afterwards.

1.4 Chairman's Additions or deletions

1.6 Deleted

4.8 Added - 6 Road Opening Permits

1.5 Public Comment Period

Laura Shifrin announced she cannot make the MRPC meeting on Thursday night. Veronica Kell informed her that Chaz Sexton-Diranian was just sworn in and will attend.

1.6 Review/Approve the meeting minutes for 03/15/2022 and 05/31/2022

Deleted

II. Appointments and Hearings:

2.1 (6:10) Joint Meeting with Planning Board for appointment of Planning Board Member

Planning Board Chair Laurie Shifrin opened the Planning Board Meeting at 6:10 p.m. Roll call Vote Carol Hoffses and Michael Virostko were present remotely. Laura Shifrin informed the Board that the Planning Board in their meeting on 05/23/2022 unanimously voted to appoint Ian Ortiz-Santiago until the next election. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Ian-Ortiz Santiago as a full-member of the Planning Board until the next election. Motion passed with all in favor. Motion made by Carol Hoffses and seconded by Michael Virostko to adjourn the Planning Board portion of the Selectmen's meeting. Motion was passed with all in favor.

III. Appointments of Officials/Personnel:

3.1 Discuss/Vote to appoint members of RECC Committee

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Police Chief James Sartell, Fire Chief Gary Shepherd, and Captain Michael Grimley as Designee for the Board of Selectmen through January 30, 2023. Motion was passed with all in favor.

3.2 Discuss/Vote to appoint members of Conservation Commission	<ol style="list-style-type: none"> 1. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Joan Savoy to the Conservation Commission for a three-year term ending in June 30, 2025. Motion was passed with all in favor. 2. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Jim LeCuyer to the Conservation Commission for a three-year term ending in June 30, 2025. Discussion: Chaz Sexton-Diranian did not support a recommendation of Jim LeCuyer as he believed the teamwork and collaboration achieved thus far may take a step backwards and Jim LeCuyer has not carried himself well in public meetings, this was seconded by Veronica Kell. The Board voted: Theresa Morse voted yes, Chaz Sexton-Diranian voted no, Veronica Kell voted no.
3.3 Discuss/Vote to appoint BOS member to MJTC	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Veronica Kell to the MJTC for a term ending March 31, 2023. Motion was passed with all in favor.
3.4 Appoint Patrick J Connor as a call Firefighter/EMT	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Patrick J Connor as a call Firefighter/EMT. Motion was passed with all in favor.
3.5 Appoint Patricia Baker and Carol Swenor to the Council on Aging.	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Patricia Baker and Carol Swenor to the Council on Aging for a period of July 1, 2022 to June 30, 2025. Discussion: Chaz Sexton-Diranian noted that all necessary paperwork was submitted. Motion was passed all in favor.
3.6 Appoint Jared Morico as part-time intermittent season laborer for Cemetery & Parks Department	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Jared Morico as part-time intermittent season laborer for Cemetery & Parks Department. Discussion: Veronica Kell verified what the season laborer does, site clean up and mowing are part of it. Motion was passed all in favor.
3.7 Deleted	Deleted
3.8 Approve promotion of Derek Maskalenko	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the promotion of Derek Maskalenko from call Firefighter/EMT to call Lieutenant/EMT effective July 1, 2022. Motion was passed all in favor.
IV. Meeting Business:	The Board reviewed, discussed and agreed on some changes to the draft and numbering of various policies and agreed on a look of all the policies in general. First reading scheduled for 06/21/22 meeting and second reading scheduled for 07/05/22 meeting.
4.1 First Reading of Emergency Funds Policy	
4.2 Review ARPA Policies (3)	Veronica Kell named the policies ARPA Funds Expenditure Policy and ARPA Funds Allocation/Reallocation Policy

4.3 Review Social Media Policy	Eric Slagle presented the draft of the Social Media Policy. Short Discussion as to administrative rights of the Town Administrator and oversight over the departmental social media accounts and questions of the Board about certain paragraphs and language of the policy draft. The Board agreed that Eric Slagle is to present a draft of the Social Media Policy to the department heads in their next department head meeting and allow for the department heads to comment on the draft and present the comments in the next Board meeting. A first reading was anticipated for end of June for the policy to be in effect in July.
4.4 Review/Approve Contract for Ross Perry	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the contract for Ross Perry as amended. Motion passed with all in favor.
4.5 Discuss/Approve adding 2 alternates for Energy Committee	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the addition of two alternate members to the Energy Committee. Motion was passed with all in favor.
4.6 Discuss The British and Commonwealth Remembrance Project	Theresa Morse explained the background and read the emailed letter from Chair James Normington dated 5/31/22 into the record. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to have Town Properties work with the British Commonwealth Remembrance Project to find a suitable spot to place a remembrance marker for Lt. Sawlor. Motion was passed with all in favor.
4.7 Discuss Vehicle Use Policy	Chaz Sexton-Diranian pointed out the amendments made to the policy. Short Discussion as to liability insurance and second paragraph mentioning personal vehicles. The Board okayed to have Eric Slagle provide information to the Board in an email and bring the draft of the policy to the departmenthead meeting to review the mileage log process and feedback will be discussed on 06/21/22 Board of Selectmen meeting.
4.8 Road Opening Permits (6)	Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve 5 road openings as follows: <ol style="list-style-type: none"> 1. South Harbor Rd from Warren Rd 2. Ash St from South Harbor to pump station 3. South St at Intersection of Warren Rd 4. South Rd from South Harbor to Emery 5. Emery Road from South Road to Dann Colburn Way <p>Motion passed with all in favor. The road opening for Harbor Trace Road from South St was not approved, as it is not a Town road. Eric Slagle will talk to the Water Department about the non-approved permit for Harbor Trace Road from South St.</p> <p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to authorize Eric Slagle to sign road opening permits and report them back to the Board. Motion was passed with all in favor</p>

V. Work Session:
5.0 ARPA Projects

Nothing to go over. Veronica Kell noted that Jennifer will be at the first reading of the policies and Veronica Kell asked her for an updated spreadsheet of the projects.

**5.1 Town
Administrator Updates
and Reports**

1. Town website: Eric Slagle's recommendation was to stay with CivicPlus under the current budget.
2. Town Hall elevator: The annual elevator inspection was completed and the Town Hall did not pass, because the age of the elevator required an additional piece to be attached to it. The Board directed Eric Slagle to check on details of the piece of equipment needed and associated costs.
3. Human Resources Manager: Eric Slagle asked the Board to conduct preliminary interviews and then bring the qualified candidates in front of the Board for an interview. The Board okayed this. Preliminary interviews were suggested for the following week.
4. Fiscal Year 23 Insurance rates: Eric Slagle suggested to the Board to do an RFP for insurances in the next year and check on status of outstanding older employment cases. The Board okayed and Eric Slagle is to have Bruce Haman to adjust the two deductibles to \$25,000.00.
5. Vacation rollover requested by the Unions: Short Discussion and sharing of opinions.
6. ARPA Re-allocation: Council on Aging submitted a request to re-allocate money to fund the Assistant Director position. The Board will further look into that.
7. Coppersmith Way/Penny Lane: Eric Slagle explained the history and status and pointed out that the streets were never hot topped and finished and are clearly not currently Town roads. Eric Slagle explained the bond was cashed and dropped into the general fund. Funding for one affordable unit was sold at market price and the difference should have come back to the Town. Mike Crowley will look into that. The Town may need to find money in order to finish off the road and the residents may need to help fund finishing the road. Eric Slagle will follow up on it and will let the Board know when final information is found.
8. DPW Department: Investigational report was done in the past and Veronica Kell will provide Eric Slagle with it.

5.2 Liaison updates

- Finance Committee will be meeting on Thursday. Theresa Morse won't be able to attend.
- Audit Committee: For the FY21 Audit Melanson will be presenting on Thursday the 23rd of June and a Joint Meeting will be posted for Audit Committee with Finance Committee and Board of Selectmen.
- Housing Authority: No meeting invitation received
- Water Department: Water Commissioners would like to hold a Work Session about PFAS in a joint meeting with Board of Health.
- Recreation: The roof has been replaced but there was also water damage in one part of the roof and they would like an investigation to see if that is also going to be repaired as part of the bid.

**5.2.1 General
Government**

None

5.2.2 Elected Boards	None
5.2.3 Public Safety	None
5.3 Announcements and Communications	<ol style="list-style-type: none"> 1. Open Space Survey, open until June 30th 2. Fentanyl Tainted Pills Letter 3. Xfinity Cost Increase 4. Planning Board Official Appointment for MRPC Laura Shifrin 5. Townsend Band Concert
5.4 Next Meeting	Next meeting will be June 21, 2022 at 6 p.m., July 5, 2022 and August 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.
Adjournment:	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn at 8:58 p.m. Motion passed with all in favor.</p> <p>Recording of meeting found at: https://www.youtube.com/watch?v=MIu0FbYIcr0&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=10</p> <p>Minutes submitted by Sabrina Moore on 11/01/2022.</p>

