



## OFFICE OF THE BOARD OF SELECTMEN

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

R. Eric Slagle, Town Administrator

RECEIVED  
JAN 19 2023

TOWN OF TOWNSEND  
TOWN CLERK

Topic: Board of Selectmen

Time: January 03, 2023 18:00 Eastern Time (US and Canada)

### I. Preliminaries:

1.1 Call the meeting to order and roll call

1.2 Pledge of Allegiance

1.3 Announce the meeting is being tape recorded

1.4 Chairman's Additions or deletions  
1.5 Public Comment Period

Board of Selectmen meeting called to order at 6:03 p.m. with Chaz Sexton-Diranian and Veronica Kell present in person, Theresa Morse (remote, lost connection 6:03 p.m.).

Pledge of Allegiance recited.

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

Additions: None

Deletions: None

None

1.6 Review/Approve the meeting minutes for 07/19/2022, 08/02/2022, 12/06/2022

1. Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to approve meeting minutes for 07/19/2022. Motion passed with Veronica Kell and Chaz Sexton-Diranian in favor. Susan McNally on second page spelling needs to be corrected.
2. Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to approve meeting minutes for 08/02/2022. Motion was passed with Chaz Sexton-Diranian and Veronica Kell in favor. Theresa Morse added to meeting at 6:07 p.m.
3. Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to approve meeting minutes for 12/06/2022. Motion passed with all in favor.

### II. Appointments and Hearings:

2.1 (6:05) Meet with Chief Sartell to discuss Police Organization Chart

Discussion of Police Organization Chart. Police Chief Jay Sartell was present. Veronica Kell screenshared PowerPoint from Jay Sartell. Jay Sartell presented the organization chart by going over the current chain of command, duties, pros and cons of filling the lieutenant position and pros and cons of the 3-sergeant model. Jay Sartell asked for verification by the Board of Selectmen to go ahead with the 3-sergeant model. The Board okayed a funding and then re-allocating of the funds. The Board preferred 3 sergeant and 2 lieutenants' model and keeping the Townsend First Policy as well as use of Delta funding to move people up with training, it was noted that this is the goal but it is a temporary solution to have the model presented and Delta funding reviewed for consultant allocation. Jay Sartell will have the candidates come to meeting on 1/17/23 for introduction.

**III. Appointments of Officials/Personnel:**

3.1 Appoint Greg Galeota as Full-time Firefighter

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Greg Galeota as Full-time Firefighter. Motion passed with all in favor.

3.2 Appoint Hannah Rigney as Full-time Firefighter

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Hannah Rigney as Full-time Firefighter. Motion passed with all in favor.

3.3 Appoint Michael DeRoche as On-Call Firefighter

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Michael DeRoche as On-Call Firefighter. Motion passed with all in favor.

3.4 Appoint Wanda Goodwin as On-Call Firefighter

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Wanda Goodwin as On-Call Firefighter. Motion passed with all in favor.

3.5 Appoint Jessica Worthley as Accounts Manager /Water Technician in Water Department

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Jessica Worthley as Accounts Manager /Water Technician in Water Department. Motion passed with all in favor.

3.6 Appoint Dave Chenelle to Audit Committee for a term to expire 12/2023

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Dave Chenelle to Audit Committee for a term to expire 12/2023. Motion passed with all in favor.

3.7 Appoint Dave Vigeant as Temporary OPM for WTP until permanent OPM under Contract

R. Eric Slagle requested to move 3.7 in connection with 4.3. The Board okayed.

3.8 Appoint Selectman to Capital Planning Committee

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to appoint/nominate Veronica Kell to the Capital Planning Committee. Motion passed with all in favor.

**IV. Meeting Business:**

4.1 Mandatory Referral from Planning Board for 5 Turnpike Rd.

Referral Comment of the Board of Selectmen as follows: The Board of Selectmen trust the Planning Board in their decisions. Veronica Kell signed form.

4.2 Mandatory Referral from Planning Board for 25 Harbor Trace Rd.

Referral Comment of the Board of Selectmen as follows: The Board of Selectmen trust the Planning Board in their decisions. Veronica Kell signed form.

4.3 Vote to Authorize Town Administrator to execute contract with OPM after RFQ process is complete

The RFQ was put together with deadline of January 4<sup>th</sup>, 2023 by R. Eric Slagle as discussed in last meeting for an outside OPM. R. Eric Slagle asked to be authorized to contract the OPM. In the interim it was confirmed an OPM needed to be on Board for the bid opening on January 5, 2023.

Recommendation was made by R. Eric Slagle for David Vigeant to be the temporary OPM until a permanent one is found. David Vigeant is not eligible for over time per Supervisor's union and request authorization to issue a stipend for Dave to perform his work until the permanent OPM is found, funded at \$12,000.00 a year.

1. Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to execute the contract with the OPM after the RFQ process is complete. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Dave Vigeant as the temporary OPM for WTP until a permanent OPM is under contract and continuing as project manager subject to Union approval. Motion passed with all in favor.

2. Motion was amended by Board and Stipend piece of motion removed. Motion was made by Theresa and seconded by Veronica Kell to appoint Dave as temporary OPM Operation Project Manager of the Water Treatment Plant until a permanent OPM is found. Motion was passed with all in favor.

The Board directed R. Eric Slagle to meet and with the Union representative Bobby Jones to draft an agreement for a stipend and bring back to the Board for approval on 1/17/23.

4.4 Discuss/vote on Town Owned Vacant Buildings (Old Harbor Fire Station, Old Center Fire Station, Hart Library, 97 Main St.)

R. Eric Slagle screenshared the results of the survey for feedback on potential future uses of three (3) specific vacant, historic, Town-owned buildings: the Hart Free Library, the old Central Fire Station and the old Harbor Fire Station.. 97 Main Street was not on the survey.

274 responses were received.

- Hartfree Library: Majority picked commercial or retail Space, second majority Mixed used space – commercial on the ground floor of the building (main floor). Other please specify: R. Eric Slagle read out some responses, which were a mix of first and third combination. Majority wanted a non-municipal use. First free library built by townspeople. Town can retain ownership and lease it out.
- Old Central Fire Station: Majority picked commercial, or retail space and second majority other public space read out, mix of first and third combination. A lot of people wanted a museum.
- Old Harbor Fire Station: Majority picked residential, second majority commercial and retail. Possible deed restriction remain for fire purposes.

The Board directed to have R. Eric Slagle shut down the survey and place link to the results on the Town website. RFP with the responses of the Town. Veronica Kell recommended 3 RFPs. Chaz Sexton-Diranian would like to get

	<p>opinions from Housing Authority, Town Properties and Historical Society. Deadline on feedback (Referral Form). Veronica Kell is okay with a RFP as everyone had time to comment on this. Theresa Morse uttered concern with cost of RFP and to fix up the buildings. R. Eric Slagle clarified that the RFP works without the Town incurring costs.</p> <p>The Board directed R. Eric Slagle to take the data to put together an RFP and bring back to the Board as well as deed research on the old Harbor Fire Station. Should the deed research come back unclear it will be up for Town Counsel conversation. Chaz Sexton-Diranian asked for this item to be added as a warrant article for the next possible Town meeting.</p> <ul style="list-style-type: none"> <li>97 Main Street is contaminated and was taken by Tax Title in its entirety. 21E outlines things to do with the property, as long as continual efforts to sell it are made, then the Town is not responsible to clean up the contamination. A vote from Town meeting is needed to authorize the Board of Selectmen to conduct a property sale. Chaz Sexton-Diranian pointed to a possible Brownfield Grant. R. Eric Slagle will perform a due diligence research on the title.</li> </ul>
4.5 RFP for Shared Streets and Spaces	<p>Veronica Kell screenshared the map and the Shared Street and Spaces opinion of probable cost from Kittleson &amp; Associates. Direction for R. Eric Slagle to work on the RFP for the bike lanes. The Board okayed.</p>
4.6 Discussion of Mass Trails Grant	<p>Veronica Kell noted that Mass Trails grant does not do any sidewalks. The Board has to decide if it makes sense to obtain funding to connect to the trail that is being worked on in Groton. The funding the Town has will not be sufficient. Additional funding will be needed. The grant application is due February, 1, 2023, each year on the first Wednesday in February. Assistance from Squannacook Rail Trail with writing the grant would be possible. Veronica Kell will talk with Bill Rideout and Joan Wotkowicz and put something together for the January 17, 2023 Board of Selectmen meeting. The Board okayed.</p>
4.7 Discuss Ashby Elementary Feasibility Study from NMRSD	<p>The School Committee voted for the School District to borrow \$300,000.00 to do a feasibility study for Ashby Elementary School. The Board of Selectmen has 60 days to vote on it in a Special Town Meeting or have no action and then automatically agree to it. The Board decided to add this as a new warrant article in a second Special Town Meeting on the same day.</p> <p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to open a warrant for STM on January 24, 2023 at 6:55PM that has two articles:</p> <ol style="list-style-type: none"> <li>Article 1: \$300,000 borrowing of NMRSD for ASHBY elementary school feasibility study and including a proposition 2 ½ override.</li> <li>Article 2: Disposal of 97 Main Street.</li> </ol> <p>Motion was passed with all in favor.</p>

4.8 Discuss DLTA opportunities and timeline

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to close the warrant with the 2 articles. Motion was passed with all in favor. Discussion: Chaz Sexton-Diranian would like the School Board Representative to have a talk with the Board. Short discussion as to why the expense is split between Pepperell, Townsend and Ashby. It was made clear that the allocable share of the \$300,000, is the portion of which Townsend is responsible for per School District letter dated 12/13/22. For further clarification R. Eric Slagle read into record the email of Nancy Haines.

R. Eric Slagle will reach out to the Town Clerk to post and receive individual signatures from the Board once the warrant article language is placed. Electronic sign board will be utilized. Theresa Morse asked if people on zoom count towards a quorum, it was clarified that usually the Town Meetings are not on zoom due to lack of organizational mechanism and manpower. R. Eric Slagle will check on status of zoom counting towards a quorum or reduction of quorum.

Discussion: 2 projects are allowed. Karen Clement has the data for the current grant. The first round is due midnight on Tuesday Feb 7, 2023. Board would need to approve the first meeting in February. For January 17, 2023 meeting will include possibilities for the DLTA grant. Possible projects that were part of the discussion:

- Active Transportation: consideration of placed bike lanes (Page 15)
- Rotary for Proctor Road and main entrance to High School
- Make Townsend a housing choice community.
- Waste Management/Board of Health (Develop Waste Contracts)
- Planning Board (Possibly mixed use developments), will be considered and determine what they want.

4.9 MassDOT School Speed Feedback grant

The Board okayed to move forward with the speed feedback grant. For Hawthorne Brook, North Middlesex and Spaulding School the Town will install speed reduction, which are solar powered and provided for free.

4.10 Discuss non-residents being on Town Boards and Committees

Committee Volunteer Response Form of NH resident was received. Short Discussion: The Board uttered concern with allowing out of Town members on Committees and Boards to make up most members. The Board discussed to leave it to the Boards and Committees to decide but with a limitation. All Board members agreed to take NO ACTION. Laura Shifrin made a comment and agreed with this decision.

**V. Work Session:**  
5.0 ARPA Projects

None

5.1 Town Administrator Updates and Reports.

1. Law Suit filed by Andrew Shepherd campaign against Townsend Town Clerk and Registrars. The Board okayed for R. Eric to hand this over to Town Counsel to appear.
2. Katie Kazanjian resignation. Highway position will be posted.
3. Board of Health Reinstating Masking Policy as cases are rising. For everyone that comes into the building has to wear a mask. As not mandated by the State the Board agreed on NO. R. Eric Slagle to send masking considerations to the Senior Center and Library and to place mask for visitor use in the Town Hall with a note that COVID-19 cases are rising again.

5.2 Reports Board liaisons	None
5.2.1 General Government	None
5.2.2 Elected Boards	None
5.2.3 Public Safety	
5.3 Announcements, Communications, etc.	<p>Winter Shoveling COA</p> <p>MIIA Wellness Award</p> <p>Townsend Affordable Housing Trust – Joan Savoy Resignation – two vacancies now, new vacancy will be posted.</p> <p>Decisions on dog grooming at 478 Main St and kennel at 227 Mason Rd Staff and WIC application day January 17, 2023</p> <p>MMA conference June 20-June 21, 2023</p> <p>Wild &amp; Scenic Grant round is open. Email from Joan Wotkowicz, Town could apply for Baseline documentation report for the CR on Squannacook Meadows.</p> <p>Mental Health and Substance Misuse available for viewing on Channel 9 and YouTube</p>
5.4 Next meeting:	<p>Next meeting will be Tuesday, Jan 10 at 7 pm in Great Hall (joint with Board of Water Commissioners (Chaz Sexton-Diranian will discuss with TCAM to live stream not on Zoom); Jan 17 at 6 pm in Selectmen's Chambers; Jan 24 at 6:55PM in Great Hall (Special Town Meeting continuation and Special Town meeting)</p>
5.5 Review and sign payroll and bills payable warrants out of session.	<p>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.</p>
VI: EXEC.SESSIO	None
VII. ADJOURNMENT:	<p>Motion was made by Theresa Morse and seconded Chaz Sexton-Diranian to adjourn at 9:39 p.m. Motion passed with all in favor.</p> <p>Recording of meeting found at: <a href="https://www.youtube.com/watch?v=ve63jJaEWKs&amp;list=PLQpCwUSpXeCa-inxdzKQjQMgEx3wCFBbE&amp;index=1">https://www.youtube.com/watch?v=ve63jJaEWKs&amp;list=PLQpCwUSpXeCa-inxdzKQjQMgEx3wCFBbE&amp;index=1</a></p> <p>Minutes submitted by Sabrina Moore on 01/17/2023.</p>