



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 05 2023
TOWN OF TOWNSEND
TOWN CLERK

I. Preliminaries:

1.1 Call the meeting to order and roll call

Topic: Board of Selectmen

Time: July 19, 2022 18:00 Eastern Time {US and Canada}

Board of Selectmen meeting called to order at 6:05 p.m. with Chaz Sexton-Diranian and Veronica Kell in person, Theresa Morse remote.

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

Additions: None

Deletions: 4.2 Social Media Policy, 1.6 4/27/2022 Minutes approval.

1.5 Public Comment Period

None

1.6 Review/Approve the meeting minutes for 4/20/2022, 4/27/2022

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the meeting minutes from 04/20/2022. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor. Theresa Morse abstained.

II. Appointments and Hearings:

2.1 Meeting with Community Services Coordinator to review FY23 planned Wellness Programming (6:10)

Informational Session: Veronica Kell screenshared Community Services Coordinator Technical Assistance Needs for Town Resident Wellness Programming through ARPA Funding.

1. Simple Practice Electronic: For information tracking and reporting.
2. Applying and receiving an LSWA: Apply to receive a Licensed Social Worker Associate (LSWA).
3. Care.com Membership: Subscription for online marketplace including various care services and transportation to be able to post for the applicant and aid in reporting.

Veronica Kell and R. Eric Slagle agreed no different project number needed, goes under ARPA 03.

Veronica Kell screenshared Project and Cost Estimates. Veronica Kell explained that this for Wellness Programming for the life of the ARPA funds for Public

Safety and the Community including opioid addiction and how the funds will be spent by each department over the course of FY23. Emily McCaffrey presented the Recreation Programs Summer through Fall 2022 summary.

The Board agreed to have R. Eric Slagle sign the contract once final. Emily McCaffrey explained there will be a program cap of 40.

Emily McCaffrey further informed of the Recreation program for Winter 2022/Spring 2023. The Board and Emily McCaffrey thanked the Recreation Department for all their work.

Veronica Kell screenshared the COA Senior Center Estimated Cost Break Down through June 2022. Karin Canfield Moore was present. Emily McCaffrey presented the cost break down and noted that the chronic disease self-management program was taken out and not included.

Emily McCaffrey requested from the Board for the leftover monies from Police/Fire/EMS to be rolled into the Senior Center funds. The Board agreed.

Veronica Kell inquired about status of Chronic Disease Management Program. It needed reapplication for the license and some more training per Karin Canfield Moore.

Veronica Kell screenshared Police and Fire: Project and Cost Estimates and Emily McCaffrey presented the program summary. Veronica Kell questioned the liability issue with the gym equipment and Emily McCaffrey advised that MIIA is a good resource to reach out to navigate it.

Emily McCaffrey presented North Middlesex Cares Drop-in Center (NM Cares): Transfer of funds to 501(c)3, Estimated Cost Break Down July 2022 through June 2023- Contracts with no persons assigned.

III. Appointments of Officials/Personnel:

3.1 Joint meeting with Library Board of Trustees to appoint Emily Holmes as trustee from now through the Town election in April 2023 (6:05).

3.2 Appoint Linda Durette to Cultural Council for a 3-year term to end June 30, 2025.

Library Board of Trustees called meeting to order at 6:08PM Valerie Goodrich(remote), Susan McNally (in person), Judy Maider (remote), Aaron Corn(remote).

Motion was made by Valerie Goodrich and seconded by Judy Maider to appoint Emily Holmes as trustee from now through the Town election in April 2023.

Board of Selectmen: Motion passed with all in favor.

Library Board of Trustees: Motion passed with all in favor.

Motion was made by Judy Maider and seconded by Aaron Corn to adjourn the Library Board of Trustees meeting at 6:10 PM. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Linda Durette to Cultural Council for a 3-year term to end June 30, 2025. Motion was passed with all in favor.

3.3 Designate the Town Clerk as the appointee of police officers/constables to work elections through June 30, 2023.

3.4 Appoint Alexis Tucceri and Tim Burson as Summer Rec Counselors in the Rec Department.

IV. Meeting

Business:

4.1 Review Grant Admin Report (7:00)

4.2 First Reading of Social Media Policy

V. Work Session:

5.0 ARPA Projects:

5.0a Covid Cleaner funding assignment

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to designate the Town Clerk as the appointee of police officers/constables to work elections through June 30, 2023. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Alexis Tucceri and Tim Burson as Summer Rec Counselors in the Rec Department. Motion was passed with all in favor. Theresa Morse asked how the hiring was funded, Veronica Kell clarified that is paid out of the Recreation receipts. Per R. Eric Slagle there were extra kids and extra staff was required.

The Town's Grant Administrator was not able to come in. Moved to 5.2 to discuss with R. Eric Slagle.

Spreadsheet received from Grants Coordinator. Grants Coordinator resigned and Town Administrator R. Eric Slagle asked for Board to allow to post for the position. Veronica Kell screenshared list of priority grants excel sheet.

- CDBG Diane Hanson has been managing the Towns CDBG the last round of funding and an extension to wrap up a final housing project. The next round will be in March 2023. R. Eric Slagle will be reaching out to MRPC for the housing improvement program, potential facade program for the downtown commercial buildings. The last invoice in September for the last project and per Chaz Sexton-Diranian R. Eric Slagle will request a full financial report as well.
- MVP Action Grant. The Town didn't apply this year. The next round is in 2023.
- Green Communities Grant needs to be closed out by 9/1/22 to apply for next round. MRPC can assist in applying 10/1/22.
- Municipal Small Bridge Program has been extended. Highway Department will be going out to bid soon.
- MassDOT Streets tier without an engineer won't be able to apply. R. Eric Slagle pointed out that the Town may start to budget some money in for Roadway/Infrastructure engineering and planning.
- Community One Stop for Mass Trails park grants.

Deleted

Veronica Kell explained that FEMA is covering it only to 90% to the end of 2022 and ARPA funds need to cover it with 10% to the end of 2022. Veronica Kell screenshared FY22 Expenditure Ledger 7/1/21 til 6/30/22 for FEMA COVID-19

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to assign a project number to cleaning/disinfecting public buildings project with the intend of spending 10K. Motion was passed with all in favor.

5.0b Reallocation –
Assistant
Director/Program
Coordinator for
Council on Aging

Veronica Kell screenshared draft budget and ARPA reallocation for the Council on Aging as well as the ARPA Project Request Form. Karin Canfield Moore explained that 1 year ago the position was approved but two times Program coordinators couldn't continue the assignment. The position opened again and the numbers of active patrons and patrons in the building increased per day.

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to add an ARPA project for COA Assistant Director/Program Coordinator for FY23 and re-allocate \$11,000.00 from ARPA 16 equipment for meals and \$8,000.00 from ARPA 03 unexpended FY23 allocation. Motion was passed with all in favor.

5.0c Reallocation –
Restore hours for
Conservation Agent

Veronica Kell screenshared ARPA Project Request Form. Mike Crowley presented the request for administrative fundings to increase human operations of the Land Use Department. During COVID-19 The hours were cut from 20 hours to 15 hours. Mike Crowley requested 19 hours. Jessica Consolvo has been the Town Conservation Agent and the extra hours would be for her.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to add an ARPA project for restoration of hours for Conservation Agent to re-allocate \$26,000.00 from the COVID Cleaner project for cleaning and disinfecting of public buildings. Motion was made with all in favor.

5.1 Select Board goals
for the Town and for
the Town
Administrator

Veronica Kell handed out hardcopy of Select Board goals for the Town and Town Administrator from the past.

The Board members read their Town goals into the record.

Veronica Kell General Goals:

- All staff in place
- All documents in place
- Enough visibility in Town

Chaz Sexton-Diranian General Goals:

- Improve IT/Infrastructure Town Hall
- Historic Structure Preservation
- ADA
- Public Works
- Town Planner/Engineer
- Update Agreement with North Middlesex
- Recreation Department enhancements
- Budgeting

Theresa Morse General Goals:

- Town to have residential signage size limit
- Citation for public urination
- Unregistered vehicle enforcement
- Self-evaluation and annual evaluation by Town Administrator

Laura Shifrin attended remotely and spoke about public urination near the Town Center.

It was agreed that at the next meeting the Board will look at the performance evaluation and goals of the Town Administrator.

5.2 Town
Administrator
Updates and
Reports.

1. Request from Fire Department for admin hours for payroll and bills assistance. There has been no admin for several years, hours are needed for 2-4 hours a week of administrative support. The Fire Chief identified funding in the budget for it and first place to look would be internally to fill the position with a staff member for extra hours. The Board okayed this and R. Eric Slagle will talk with the Fire Chief about it.
2. Large deficit in Energy accounts with Unitil. R. Eric Slagle wanted to discuss with the Board to work with the surrounding Towns to hire an Energy Manager. This would be separate from the Energy Aggregation project through Ross Perry. R. Eric Slagle proposed to reach out to MRPC and Pepperell and Ashby, acquire job description and possibly have a presentation by the Energy Manager in Lowell and invite Energy Committee and Ross Perry to that. The Board agreed to have R. Eric Slagle get more information.
3. Potential grant opportunity for contaminated sites in Town. 97 Main Street Contamination Issues. Town Administrator will do a site visit.
4. Planning Board proposal to use Chapter 40R for a project that got proposed by developer for 30 units of housing adjacent to the mall on 119. Statute 40R offers financial compensation to the Town to provide denser housing. Veronica Kell proposed to look at traffic patterns at Proctor Road and the Highschool intersection as well and pointed out that the Affordable Housing Trust needs support from the Town when it comes to funding and staffing.
5. Best Friends Veterinary Hospital filed the special permit as per Building Commissioner. Town Counsel has been informed.
6. Proposal of change of hours of the Town Hall to open later on Tuesdays (9AM-8PM, MO, TUE, THU 9AM-4PM, FRI 9AM-NOON OR 1PM) and close on Friday afternoon after observing foot traffic in the Town Hall for some time. The Board agreed to have a talk about it and look at traffic patterns in the Town Hall and a survey for the Town.
7. Drought conditions and water issues. Code Red update to the Town to make them aware to limit outdoor water usage. Chaz Sexton-Diranian pointed out that the Water Department message already was put on code red and other channels.
8. Proposed Joint Meeting with Finance Committee for a recap of FY22 for end of August. The Board okayed for R. Eric Slagle to reach out to the Finance Committee Chair.

5.3 Reports from
Board liaisons.

Recreation Department: Record numbers this Summer.
Band Stand: Evaluation done, Architect to look at it.

5.3.1 General
Government
5.3.2 Elected Boards
5.3.3 Public Safety

None
None
None

5.4 Announcements,
Communications,
etc.

- Request for Public Hearing – Petition for original Pole location North end Road 2 poles – Veronica Kell screenshared and read into record.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to schedule a Public Hearing to discuss the Unitil Petition in the Board of Selectmen hearing of August 2, 2022. Motion passed with all in favor.

- MIIA unemployment services program participation application
- Road opening permits (2) Blood Road at Worcester Rd, Linden St at New Fitchburg Rd- R. Eric Slagle had authority to sign, shared for Board of Selectmen knowledge.
- Unitil Notice of Classification Change
- Townsend Police Detail Rates
- Veronica Kell asked for an update on RFP at Spaulding, K5 had concrete supply issues
- Volunteer Response Form for Town Clerk office by James LeCuyer. R. Eric Slagle to bring to the Town Clerk office.

Chaz Sexton-Diranian made an announcement: 988 was put in place as the National Suicide Hotline Number, which went into effect last week. Stickers will be sent to schools in Townsend.

5.5 Next meeting

Next meeting will be Tuesday August 2, 2022, at 6 p.m

5.6 Review and sign payroll and bills payable warrants.

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:

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)

At 9:30 p.m. a Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to enter Executive Session and to adjourn from Executive Session:

1. 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).

Motion passed with all in favor.

Recording of meeting found

at: https://www.youtube.com/watch?v=Bc_RtV9_7Po&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=12

VII. ADJOURNMENT:

Minutes submitted by Sabrina Moore on 01/03/2023.