



# 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: August 30, 2022 16:00 Eastern Time {US and Canada}

## I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 Call the meeting to  
order and roll call - Joint  
Meeting with Board of  
Selectmen and Finance  
Committee

1.2 Announce the meeting  
is being tape recorded.

1.3 Chairman's Additions  
or Deletions.

Board of Selectmen meeting called to order at 16:06 p.m. with Chaz Sexton-Diranian (remote) and Veronica Kell, Theresa Morse present. Pledge of Allegiance recited.

Veronica Kell announced that meeting is being recorded, is live on channel 9 and will be on Zoom afterwards.

Addition: 4.2 Discussion of Meeting Date for September 6, 2022 (Primary Voting Date)

Deletions: None

None

## II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

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

None

## IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

R. Eric Slagle announced one responsive bidder Taysa. Board had viewed the proposed lease. R. Eric Slagle needed the authorization to sign and negotiate the lease with Taysa.

4.1 Discussion/Vote on  
Soccer Field Lease

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian for TA to finalize and sign the lease for the soccer field at Squannacook Meadow for a period of three years. Motion passed with all in favor.

4.2 Discussion of meeting  
date for September 6, 2022  
(Primary Voting Date)

Motion was made by Theresa Morse seconded by Chaz Sexton-Diranian to move the meeting September 6, 2022 to September 7, 2022 at 6PM to be held in Selectmen Chambers. Motion was made with all in favor.

V. WORK SESSION –  
VOTES MAY BE  
TAKEN:  
5.0 FY23 Budget Post-  
Mortem

Finance Committee: Don Hayes and Mark Hussey were present. Veronica Kell announced that the Finance Committee didn't have a quorum and is held as a working session only to discuss the FY23 Budget Post Mortem with no votes from the Finance Committee. Don Hayes announced that the Finance Committee had a meeting the week before and the working session will be done with the notes from that meeting.

Veronica Kell noted, that she would like a budget calendar showing an outline of what will be done at what time as a responsibility of the Town Administrator to make sure the process is followed.

Veronica Kell interpreted the budget process and the Charter and noted:

- That it is the Town Administrators responsibility to review the budget in early to mid-fall with the Town's financial staff (Treasurer Collector, Accountant, Assessor) first to update a 5-year financial forecast and not the Finance Committees responsibility. Don Hayes, Chair of the Finance Committee agreed. This would be the first step.
- Then presentation by the Town Administrator working with the financial staff in a budget form to the Selectmen and the Finance Committee. Don Hayes noted there is a DLS template available, which may work for Townsend.

Veronica Kell further read into record the outline summarized as follows:

- In November there will be recruiting for the Audit Committee.
- Early November a financial summit will be held with the Board of Selectmen, Finance Committee and Townsend members of the School Committee.
- By the end of November, the Board of Selectmen will be setting policy priorities and other directives for the Town.
- The Town Administrator will be developing budgetary guidelines for the Departmentheads.
- End of November budget forms will be sent to all Departments, Boards and Commissions.
- The Town Administrator will create a balanced budget in consultation with the Board of Selectmen and will submit it to the Board prior to the regularly scheduled meeting in February.
- In February the Board will hold 2 joint budget meetings with the Finance Committee where the Board will deliberate and direct the Town Administrator as deemed appropriate.
- By the 1<sup>st</sup> day of March the Town Administrator will submit the proposed budget inclusive of a budget message and supporting documents to the BOS and Finance Committee.
- Additionally elected officials shall submit to the Town Administrator, Board of Selectmen and the Finance Committee a proposed budget with an accompanying budget message and supporting documents.

- The Finance Committee will deliberate and prepares a report to Town Meeting with recommendations in the best interest of the Town.

Short Discussion as to State reporting. It was made clear that this is separate from the budget process. R. Eric Slagle pointed out that the 4 School Budget Summits are in October, November, December and January and a Finance Committee member will have to be assigned to these meetings.

Veronica Kell read into record, that:

- The School district budget is to be submitted to the Board of Selectmen by a final date arranged cooperatively with the School Committee and the Finance Committee.

R. Eric Slagle explained that he will propose a grant application in the September 7, 2022 meeting for Board approval to move forward. The State has Mass Community Compact Grant and Best Practices Grant which can pay for the Clear Gov cloud-based budgeting software to make it more fluid and transparent for all members to review the budget at any time. Departmentheads would be able to amend their portion of the budget with update and change control and R. Eric Slagle can approve and accept changes.

The Finance committee meeting was called to order at 4:43PM. Mark Hussey, Jerrilynn Bozicas, Don Hayes and Andrea Wood (remote) present. No additions or deletions to the agenda. Don Hayes stated the Finance Committee will skip over the assignment of the Finance Committee representative to the North Middlesex Regional School District summit for now and continue with the work session.

R. Eric Slagle answered Andrea Woods question if the Finance Committee will only be able to view it but not to change it. Per R. Eric Slagle when the Board voted to change it, it will be changed, but all parties can view it and have the same information to view, notes can be attached and/or documents can be attached as to why a change is being made in the software.

- R. Eric Slagle will find out if information can be taken offline in excel form and printed to be shared with Finance Committee members without computer access and information from the software screenshared in Finance Committee meetings.
- R. Eric Slagle will further check with the State that the grant timeline does not clash with the budget timeline.
- R. Eric Slagle will look into having the School Committee meeting dates posted on the Town website.
- R. Eric Slagle forecasted that the process of transferring the individual budgets to the omnibus budget will be done through

VI: EXECUTIVE  
SESSION  
VII. ADJOURNMENT:

Clear Gov by entering the data once and it will be distributed accordingly rather than a manual transfer as done in the past.

- Clear Gov will build a history from the historic data and warrant transfer will probably look different than in the past.

The Finance Committee members liked to give the new software a try. Short Discussion as to Capitol Planning Committee and what quorum will be needed. R. Eric Slagle will speak to John Barrett to on status on Capital Planning Committee, recommendations no later than beginning of March. A Board of Selectmen representative for this will get appointed in September 7, 2022 meeting.

Information was passed as to Audit Committee FY22 audit will not be completed until March and free cash will be certified by the State.

Discussion was made as to Capital Plan List of Projects should be given to the Capital Planning committee request forms sent out to the department as best practices. R. Eric Slagle will talk to Mike Crowley to see if the Planning Board has someone assigned for the Capital Plan. Short Discussion as to ARPA funded items and transition of salaries of positions paid through ARPA. All agreed that a preparation needs to be done for ARPA transition and how to cover whole salary going forward after ARPA runs out. The idea was to pay in small amounts over time towards it. Don Hayes would like to make the budget lines for supplies and miscellaneous clearer. R. Eric Slagle will forward to everyone (in the meeting) the information that ClearGov sent him.

Don Hayes read out School Summit dates: 10/17/22 at 4pm, 11/21/22, 12/15/22, 1/30/23 at 5pm all virtual.

Motion was made by Jerrilyn Bozicas and seconded by Mark Hussey to appoint Don Hayes as Finance Committee representative to the School Summit meetings. Motion passed with all in favor.

R. Eric Slagle will send Don Hayes' info to the School Department, so they will know who the Representatives are: Don Hayes for Finance Committee, Chaz Sexton-Diranian and R. Eric Slagle for Board of Selectmen. R. Eric Slagle will get more information regarding the School additional funds in the State budget.

None

Board of Selectmen: Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn at 05:42 p.m. Motion passed with all in favor.

Finance Committee: Motion was made by Mark Hussey and seconded by Don Hayes to adjourn at 05:43 p.m.

Recording of meeting found at:

<https://www.youtube.com/watch?v=PYLmsmK5Yg4&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=9>

Minutes submitted by Sabrina Moore on 1/17/23.