



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

Topic: Board of Selectmen Meeting

Time: December 6, 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 6:04 p.m. with Chaz Sexton-Diranian, 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 the meeting is being recorded, is live on channel 9 and will be posted on the Town's YouTube channel afterwards.

1.4 Chairman's Additions or deletions

Additions: 07/13/2022 Meeting Minutes and 2.2 Sweet and Salty Common Victualler License
Deletions: None

None

1.5 Public Comment Period.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the minutes from 11/29/2022. Motion passed with all in favor.

1.6 Review/Approve the meeting minutes for 11/29/2022, Addition: 07/13/2022

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the minutes from 7/13/2022. Motion passed with all in favor.

Vicki Tidman clarified the meeting with the Assessor was to decide whether or not a split rate will be set. Carol Le Conti read text into the record.

II. Appointments and Hearings:

2.1 (6:10) Meeting with Assessor to assign tax rate

Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to set the residential tax rate with the shift factor of 1. Discussion: Meaning of shift factor. Shift factor means that each class of property will be taxed the same instead of one lower and one higher explained Town Assessor Vicki Tidman. Motion passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to grant a Common Victualler License for Sweet 'n' Salty. Motion passed with all in favor.

2.2 Sweet and Salty
Common Victualler
License

III. Appointments of Officials/Personnel:

3.1 Discuss/vote OPM for Water Treatment Plant

Todd Melanson gave an update of status. Todd Melanson noted that David Vigeant can be the OPM, instead of getting an outside OPM, but would request a stipend to do so. Discussion with the Board of pros and cons of keeping the OPM in house versus an outside OPM. Todd Melanson would only accept a water specific OPM in a selection process. Theresa Morse uttered concern with Dave Vigeant becoming overwhelmed with project scope and the Board expressed concern with being burned out and focusing time on main job duties. Dave Vigeant argued that he has been interim OPM for 18 months. Timeline will be tight as an OPM is needed soon for the bid opening and appointment of an OPM on January 3, 2023. Todd Melanson will do some more due diligence on the subject.

Veronica Kell read Louis A. Suraco Tide and Bond letter into record.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian that the Town Administrator do further research on the OPM process and qualifications for the Water Treatment Plant immediately considering the timeline. Discussion: Eric will work with Todd Melanson on the process. Water Commissioners meeting is 12/12/2022. Motion was passed with all in favor.

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to appoint Theresa Morse as the BOS representative to the Audit Committee for a term to expire in Dec 2023. Motion passed with all in favor.

3.2 Vote on a BOS appointment to the Audit Committee for a term to expire in Dec 2023.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Don Hayes as the Finance Committee representative to the Audit Committee for a term to expire in December 2023.

3.3 Appoint Don Hayes as the Finance Committee representative to the Audit Committee for a term to expire in Dec 2023.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the Bond Anticipation Note (BAN) for the Water Treatment Plant Engineering. Discussion: R. Eric Slagle explained this is not a zero-interest loan as not eligible as it is certain parts of engineering. The reference in the documents was what was authorized in the Town meeting. Just this portion of the engineering is not SRF eligible. Eric Slagle pointed out that the rate is good and less than last proposal. Unibank was the only one that bid in the first round. R. Eric Slagle recommended to accept the BAN. Motion was passed with all in favor.

IV. Meeting Business:

4.1 Discuss/vote Bond Anticipation Note (BAN) for Water Treatment Plant engineering

The Board reviewed information of last meeting. Veronica Kell pointed out that the 2021 letter received in the afternoon of 12/6/22 from Patricia Huckery of the Massachusetts Division of Fisheries & Wildlife. Veronica Kell further mentioned that the forwarded letter of August

4.2 Discuss/vote
Meehan Pedestrian
Bridge proposal by
Squannacook
Greenways

24, 2021 can be reviewed by the engineer prior to project beginning depending on the Boards votes on going forward with the project.

Discussion: Emergency Vehicle Access and boulder can be removed by Emergency Personnel and will be ADA compliant. R. Eric Slagle pointed out that residents uttered concern about the wildlife being impacted through this as traffic will be increased. He pointed out residents will have opportunities in this meeting and going forward to speak up. Additional Information will be required from Fish and Wildlife and is part of the permitting process.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to improve Old Meeting House Road from end of pavement south of route 119 down to the base of the proposed pedestrian bridge and authorize Stan Dillis to represent the Town. Motion passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to authorize Squannacook Greenways to construct the pedestrian bridge on the Squannacook River and improve the old meeting house road south of the river up to the existing pavement. Motion passed with all in favor.

R. Eric Slagle explained that the job will be advertised as a 40-hour job. Interview will be held shortly with the one applicant. R. Eric Slagle explained further that the Union will still need to approve the job description. Veronica Kell made amendments to job description.

4.3 Discuss/vote job
description and
posting for combined
Land Use
Coordinator and
Grant Administrator
positions.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to accept the Landuse Coordinator position as amended. Motion passed with all in favor.

The Board expressed concern that the school district charges use fees with unreasonable rates and the Townsend Recreation Department is not allowed on school grounds. Veronica Kell would like to add that Townsend Recreation Programs reserves the right to negotiate for space at reasonable rates. The Board directed Eric Slagle to add language of that sort.

4.4 Discuss Spaulding
School Lease.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to have R. Eric Slagle check on Veterans day for 2023, as it is a Saturday and come back to the Board with information but accept all the other holidays. Motion was passed with all in favor.

4.5 Discuss/approve
2023 Calendar Year
holidays for the Town.

Veronica Kell talked about the list of first 6 months of meeting dates in 2023. April dates coincide with the school breaks. The Board and Town Administrator okayed the dates.

Veronica Kell explained the Digital Equity Plan grant to provide Fiber and low cost computers to name a few. She recommended to work with NIMCOG to work with all three Towns including Shirley and Ashby. R. Eric Slagle will reach out to the other Towns to discuss a joint application.

4.6 Discuss BOS meeting dates for Jan – June 2023.

4.7 Discuss applying for Digital Equity Plan grant.

4.8 Discuss School Dept. Policy re: not allowing distribution of Town information (fliers, email attachments, etc.).

V. Work Session:
5.0 ARPA Projects

5.1 Town Administrator Updates and Reports.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian for the Town to apply for the Digital Equity Plan grant. Motion was passed with all in favor.

4.8 taken out of order before 4.5. Townsend Recreation Director Emy Hoff was present remotely and uttered concern that the school district per email from Robin Eibye is only approving school-based information limiting use of information distribution in the schools. Director Emy Hoff read the email into the record. Emy Hoff explained that there was pushback and unwillingness from the school district in Townsend to share information for students offered by other places than the school (for example Recreation, Library etc), only approving school-based information. She mentioned that other surrounding school districts do share the information. The Board agreed for Eric to talk with the School Committee.

None

Authorization needed from Board to sign the Energy Agreement slightly higher than the rate discussed in previous meeting.

- Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to sign 16.23 cents Kilowatt for 3 years. Motion passed with all in favor.

Community Outreach of what the Town wants to do with those Town properties and buildings (old fire station) etc. with the goal to come up with a plan to fund it with grants and reaching out to developers to effectuate it.

- Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to direct R. Eric Slagle to take a look at the Town owned properties and how to use them for the betterment of the Town and get input from the General Public. Short Discussion as to what could be done in terms of ADA compliance. The Board would like to see a maintenance report of the properties as part of the Capital Planning. Motion passed with all in favor.

Veronica Kell had tasks for R. Eric Slagle:

1. Capital Planning needs appointments for January 3rd meeting through June 30th for Planning Board, Board of Selectmen and Finance Committee, name members at large and contact the moderator. R. Eric Slagle is to notify departmentheads to get their Capital Plan together.
2. Charter Status: R. Eric Slagle stated there was no new information since last spoken about. Currently no representative to carry in house, once chosen this can be pursued harder. Senator Cronin is aware.

5.2 Reports from Board liaisons.

5.2.1 General Government
5.2.2 Elected Boards

5.2.3 Public Safety

5.3 Announcements, Communications, etc.
- Comcast pricing changes

5.4 Next meeting - STM December 13 at 7 p.m., Dec 20 at 6 p.m., Jan 3 at 6 p.m.

5.5 Review and sign payroll and bills payable warrants out of session.

VI. Executive Session:
VII. ADJOURNMENT:

3. Veronica Kell would like to add an Executive Session for Jan 17, 2022 to review the 4 cases of outstanding litigation and updates from the attorneys and insurance counsel.

Theresa:

Energy Committee: Requested a posting because they had lost a member and inquired about posting on website.

None

None

Veronica Kell shared:

1. Light Bylaw: Complaints about commercial lots lighting to make parking lots safe.
2. Windstorm: New trees fell over at Windsor Pheasant Ridge. Tree Warden to look at Pheasant ridge at south side of the street.
3. Police Contract Negotiations are in progress.

Veronica Kell:

- Comcast Pricing Changes
- Conservation Commission, Hearing Notice December 14, 2022 Hearing
- Squannacook Meadows Hearing next week on maintenance
- MRPC Public Outreach Survey
- Grant for Municipal Vulnerability Preparedness MVP

Chaz Sexton-Diranian:

- Opioid Awareness Panel and Training and rising numbers
- Groton Music Hall Visit

Theresa Morse:

- DAV December 10, 2022 North Middlesex Seminar at VFW Post #6538 Disability Claims Assistance at 10AM

Special Town Meeting: Dec 13, 2022 at 7 p.m. (if free cash not certified, then the Board will pass over those articles), no Dec 20, 2022 meeting will be held, Jan 3, 2023 at 6 p.m.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to review and sign payroll and bills payable warrants out of session between now and January 3rd, 2022. Motion passed with all in favor.

None

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to adjourn meeting at 8:50PM.

Recording of meeting found

at: <https://www.youtube.com/watch?v=POsYnzBW84c&list=PLQpCwUSpXecA-inxdzK0iQMgEx3wCFBbE&index=1&t=2671s>

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

