



OFFICE OF THE BOARD OF SELECTMEN

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

R. Eric Slagle, Town Administrator

Rec'd Townsend Town Clerk
10 FEB '23 PM1:51

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.

- 1.6 Review/Approve the meeting minutes for 7/20/2021, 8/23/2022

II. APPOINTMENTS+HEARINGS

1. (6:05) Application for a One-Day Liquor License - Tavern 13

Topic: Board of Selectmen

Time: September 20, 2022 18:00 Eastern Time (US and Canada)

Board of Selectmen meeting called to order at 6:00 p.m. with Theresa Morse present (remote), Veronica Kell and Chaz Sexton-Diranian present in person.

Pledge of Allegiance recited.

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

No additions or deletions. 6:05 p.m. 2.1, 6:15 p.m. 4.6, 6:30 p.m. 4.2

Veronica Kell explained order of the meeting, no one else had additions.

Veronica Kell made an announcement that Truck-A-Palooza is on the 24th. Veronica Kell read flyer into record.

Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to accept the minutes for the two dates mentioned. Motion passed with all in favor.

Tavern Thirteen owner Wyatt Lafferty was present remote. Veronica Kell read special conditions into the record.

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to approve the one-day special license application for Tavern Thirteen LLC for 10/29/2022 between the hours of 10AM and 2PM with special conditions as read. Motion was passed all in favor.

Wyatt Lafferty and Amanda Morse will be serving the alcohol and are owners and bartenders. Discussion as to boundary area. The Board added a condition to the license as follows: Attendees can not travel with alcoholic beverages outside the licensed secured area. The licensed secure area is the defined area of the event is added as a condition. It was made clear that a discussion will need to happen between the licensee and Evans on the Common as to who is responsible for the boundaries of the event. Discussion about Police Detail for parking purposes on the Town Common. R.

2.2 Application for a Common
Victualler's License - 119
Nutrition Inc., DBA Main
St. Nutrition.

Eric Slagle (attended meeting remotely) was directed by the Board to make a courtesy call to Evans on the Common to have Police Detail in place between 10AM and 2PM.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to grant a Common Victualler's License for 119 Nutrition Inc DBA Main Street Nutrition. Motion was passed with all in favor.

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

3.1 Appoint Josef Tocci as On-
Call Firefighter

Motion was made by Theresa Morse seconded by Chaz Sexton-Diranian to appoint Josef Tocci as an On-Call Firefighter subject to successfully passing physical and background check. Motion passed with all in favor.

3.2 Appoint Darlene Hetherman
to West Townsend Reading Room
Committee

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Darlene Hetherman to the West Townsend Reading Room Committee from today through end of April 2025. Motion passed with all in favor.

3.3 Appoint Ed Lopez to West
Townsend Meeting Room
Committee

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Eduardo Lopez to the West Townsend Reading Room Committee from today through end of April 2025. Motion passed with all in favor.

IV. MEETING BUSINESS -
VOTES MAY BE TAKEN:

4.1 ZBA Mandatory Referral -
256 Main St

Veronica Kell read Public Notice. Mandatory Referral from the Planning Board. Board discussed concerns and opinions regarding setting precedence as it is asked to have the affordable unit special conditions removed. The Board noted as follows: Board of Selectmen supports the Planning Board in their decision.

4.2 (6:30) Mike Crowley, Land
Use Coordinator, to discuss
MBTA Communities.

Mike Crowley Land Use Coordinator spoke about MBTA communities act, zoning for housing and final guidance for communities. Final state guidance created a final draft of adjacent small-town category per proximity to the MBTA. State guidance called for specific zoning districts. Townsend doesn't have a train station but is adjacent to some towns that do. The State had revised its requirements for Townsend and Townsend applied for 178 units for zoning to allow for housing to be spread, which can be overlaid over pre-existing housing as a right. No construction would be needed, just zoning. Mike Crowley informed further of the 40 R high density zoning project in connection with this, which has an incentive program with certain payments at certain times by the State. 40R may be an option for Townsend. The question came up if it all must be buildable lots. It was clarified that there is a certain number of requirements, and that zoning does ensure whatever gets build and will help with best practices. Deadline to have the zoning done is Dec 31, 2025. Chaz Sexton-Diranian pointed to the Housing Production Plan that is online. Areas were identified in there.

4.3 Discuss establishing a public transportation task force.

An action plan creating zoning bylaws in stages will be written up by Mike Crowley and reviewed by the Board and then Planning Board and Housing Authority before submission to the State. R. Eric Slagle let the Board know that Mike Crowley resigned and will leave in October. R. Eric Slagle and the Board thanked Mike Crowley for his service to the Town and wished him well. Mike Crowley offered his help even past being employed. Job posting will be done as soon as possible.

4.4 Vote on a formal request that Townsend's School Committee Representatives post the meetings and agendas for the School Committee and the School Committee Finance Subcommittee on the calendar on the home page of the Town of Townsend webpage

The Board discussed transportation needs in town and possibility of a DLTA grant in fall, which would be due around January and establishing a working group around this. Chaz Sexton-Diranian agreed this would be a great idea as transportation came up as an issue in past surveys and discussions as well as the Master Plan. The benefit of Lowell Transit and MART was brought up. Eric Slagle weighed in about setup of a task force with specific tasks and a community poll. The Board agreed to have Veronica Kell start this in collaboration with Emily McCaffrey.

Veronica Kell suggested to the Board that the School Committee representative for Townsend post the meetings with a links to the agendas for all school meetings on the calendar on the Town website and the minutes. Veronica Kell suggested to ask Harrison Mayotte to create a School Committee page within the website to link to the minutes. R. Eric Slagle was directed to speak to Harrison Mayotte and the School Committee Representative.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to request the School Committee Representative to include the Town in the posting for meeting dates and agendas on the Town of Townsend webpage. Motion was passed with all in favor.

Veronica Kell pointed out, that should an override be needed it would be for the Town including the schools to be regarded as a unit as the Schools are part of the Town and everyone should be aware of that.

4.5 Constable Policy - Second Reading

Veronica Kell read policy into record.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to accept the Constable Application Process and Role Policy as read. Motion was passed all in favor.

4.6 (6:15) Discussion of next steps for Conservation Restriction at Squannacook Meadows and habitat maintenance request

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to permit habitat maintenance on the Squannacook meadows property. Motion was passed with all in favor. Veronica Kell clarified that the Town owns the property and if work is not personally done by the Town, the Board needs to allow someone to take care of the maintenance. Jessica Consolvo, Conservation Agent

4.7 Preliminary Discussion – Comcast Contract

clarified, that the Wetland protection act has jurisdiction over the disturbance but does not access private property to do any work on protected areas.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian for Emily Fine as the permit holder to be the representative for the Town for the maintenance of this property. Motion was passed with all in favor.

Veronica Kell informed further that votes were in place and steps will be taken to put a Conservation restriction on this property.

Veronica Kell pointed out that a notice was received, and the Comcast Contract expires in Dec 2025. There is a 30-36 Month process required for renewal of Comcast Contract per notice received by the Board. Eric Slagle weighed in and advised to set up a Cable Advisory Committee for review.

4.8 Vote on use of Senior Center van for Squannacook Rail Trail opening parking shuttle.

A request was received for the formal opening of the second part of the rail trail on Saturday, 09/24/22 at 12 PM. Veronica Kell suggested that Chaz Sexton-Diranian attend for this second opening and Theresa Morse possibly for the third opening since Veronica Kell attended the first opening. Chaz Sexton-Diranian agreed. Veronica Kell read the document into the record, which was submitted by Council on Aging for use of the Roadrunner Van.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve the Senior Center Van for the Squannacook Rail Trail opening on 09/24/22. Motion was passed with all in favor. Veronica Kell shared screen at 8:07PM to show that shuttle comes from Cherry Hill 2.

4.9 Discuss Townsend sign bylaw

Theresa Morse shared general ideas to create a Signage Bylaw:

- Definition of residential property.
- All signage should be temporary in nature.
- No attachment to the house and in the windows.
- The signage in the window shouldn't restrict more than 10% or size that is determined.
- Should not be attached to Town owned property.
- Definition of the purpose of the bylaw.
- Enforcement, notice to remove the sign, fines etc.

The Board discussed the ideas. Chaz Sexton-Diranian pointed out this would be out of the Board of Selectmen jurisdiction as it deals with Freedom of Speech. Historic District Commission oversees signs on any historic property. Veronica Kell clarified that this would be a General Bylaw. Theresa Morse clarified that it would be not what is on the sign, but the size of the sign is, then it would not

be against the Freedom of Speech. Veronica Kell stated it should be outside of the Historic District signage.

Town Administrator R. Eric Slagle explained there needs to be a determination of how Town signage is currently regulated, whether it is zoning bylaw or general bylaw and to be clear on what is allowed. It will be challenging as to implication of first amendment issues.

The Board directed R. Eric Slagle to research the topic and prepare a report about a Town signage Bylaw.

V. WORK SESSION

5.1 Town Administrator Updates and Reports.

1. Building Department is all setup on online permitting. The service fee on top of the building permit fee. The \$10 surcharge only for online permitting, is the only cost to the Town for this service. Eric Slagle will check on status of printer and kiosks that were planned in connection with that as online permitting can start without this hardware. A link in front of the Towns webpage can lead to the online permitting.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to add a \$10 fee for the online permitting of the Building Department. Motion passed with all in favor.

2. Authorize the posting for the Land Use Coordinator while Mike Crowley is still in position and to conduct interviews together. The Board okayed. Veronica Kell will forward the older posting and job description to R. Eric Slagle.

5.2 Reports from Board liaisons.

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

Chaz Sexton-Diranian:

- Announced Planning and Zoning Board vacancies, in need of Volunteers
- Townsend Haunted Trail, Saturday, October 8, 2022 7PM-9PM as a benefit to the Friends of the Townsend Public Library.

Veronica Kell:

- Postings for Fire Department Positions will be coming, that were budgeted for.

5.3 Announcements, Communications, etc.

1. Job Fair in Princeton
2. Notice of Petition 3 Year Term Report Unitil Electric October 27, 2022 and one for Unitil Gas
3. Comcast Business is updating their rates
4. Resignation Mike Virastko -Townsend Affordable Housing Trust opening
5. Unitil Annual Meeting in person 10/18/22

5.4 Next meeting - Oct 4, 2022, 6 p.m.

5.4.1 Set Oct, Nov, Dec meeting schedule including Fall Special Town Meeting.

5.5 Review and sign payroll and bills payable warrants.

VI: EXECUTIVE SESSION
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)

VII. ADJOURNMENT:

Next meeting will be October 4, 2022 at 6 p.m.

Chair Veronica Kell set further meeting dates until end of calendar year: October 4, October 18, November 1, November 15, November 29, December 20 at 6PM. Special Town Meeting possible Date December 6, 2022, TA to check with Town Clerk and Moderator and Assessor (for tax rate) if this date will work for them. Will be revisited in next meeting.

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 was passed with all in favor.

Motion was made by Chaz Sexton-Diranian to enter into 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) and to adjourn from Executive Session at 8.43PM. Motion was passed with all in favor.

Recording of meeting found
at: https://www.youtube.com/watch?v=R_14T8-2_k&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=10.

Minutes submitted by Sabrina Moore on 01/31/2023.