



## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*

Chaz Sexton-Diranian, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

RECEIVED  
MAR 08 2023

TOWN OF TOWNSEND  
TOWN CLERK

### 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  
6/21/2022.

Topic: Board of Selectmen

Time: November 01, 2022 18:00 Eastern Time {US and Canada}

Board of Selectmen meeting called to order at 6:03 p.m. with Chaz Sexton-Diranian and Veronica Kell in person, Theresa Morse not present.

Pledge of Allegiance recited.

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

Additions: Review/Approve 6/7/2022 Minutes.

Deletions: None

None

Motion made by Chaz Sexton-Diranian and seconded by Veronica Kell to review and approve meeting minutes for 06/07/2022 upon changes made approved. Motion passed with Veronica Kell and Chaz Sexton-Diranian in favor.

Motion made by Chaz Sexton-Diranian and seconded by Veronica Kell to review and approve meeting minutes for 06/21/2022. Motion passed with Veronica Kell and Chaz Sexton-Diranian in favor.

Beth Faxon spoke remotely and announced that the plan is ready to get launched. Planning Board will be working on a section of it every year. Beth Faxon will reconvene the Core Team if Planning Board allows for recruiting new members and building a relationship with the community members for implementation. Committees and Boards are to keep Master Plan in mind when proposing changes. The Board reviewed the implementation table and discussed its content of which some will be discussed in the Board of Selectmen meetings over the next few months. The Master Plan Goals were voted on and approved by Master Plan Committee and the implementation table is a guidance.

### II. APPOINTMENTS AND HEARINGS:

2.1 Discuss  
implementation of  
Master Plan and  
Municipal

Vulnerability &  
Hazard Mitigation  
Plan (6:05)

Request for Funding Letter (new one handed out by TCAM before meeting)  
TCAM Counsel Elizabeth Ryan was present remotely, Dave Funaiolo, Steve Sheldon, Lisa Lewand were present in person. 2 Quarters from FY23 were already voted in to be paid out. It was discussed for the Board of Selectmen to disburse funds 4 times a year per contract. As quarterly asks were not made payment will be made for Q1+Q2 now and going forward it will be quarterly requested.

2.2 TCAM Annual  
Review (6:20)

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to transfer the first two quarters of allocated money for FY22 to TCAM. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor. Veronica Kell suggested a warrant article for Special Town Meeting for the other funds.

TCAM thanked the Board and Eric for their support. Steve Sheldon read letter of accomplishments into record and spoke about plans once the studio is up and running and a second channel fully operational, then TCAM can really expand with additional growth plans, like going live at events. The Board gave positive feedback as to YouTube Playlist and Zoom links, collaboration with the Board and information passed out on the channel and thanked TCAM for all their hard work as a team. All agreed there is a great collaboration and teamwork at play, with being a transparent non-profit through outsourcing. Short Discussion as to Budget, it was explained that the Budget number goes with the anticipated plans of new equipment and drop install and funds are there to cover that.

III. APPOINTMENTS OF  
OFFICIALSPERSONNE  
L:

3.1 Appoint Joan  
Savoy to the  
Townsend Affordable  
Housing Trust

Motion made by Chaz Sexton-Diranian and seconded by Veronica Kell to appoint Joan Savoy to the Townsend Affordable Housing Trust for a term of 2 years, expiring October 31, 2024. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

3.2 Appoint Veronica  
Kell as the Select  
Board representative  
to the Townsend  
Affordable Housing  
Trust

Motion made by Chaz Sexton-Diranian and seconded by Veronica Kell to appoint Veronica Kell as the Select Board representative to the Townsend Affordable Housing Trust for a term of 6 months, expiring at the end of April 2023. Motion passed with Veronica Kell and Chaz Sexton-Diranian in favor.

IV. MEETING  
BUSINESS:

4.1 Approve and sign  
outside of a meeting  
all 2023 renewals for  
Common Victualler  
licenses

Motion made by Chaz Sexton-Diranian and seconded by Veronica Kell to approve and sign outside of a meeting all 2023 renewals for Common Victualler licenses contingent upon receipt of required documentation and payment. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

4.2 Review of ZBA fee updates.	Motion was made Chaz Sexton-Diranian and seconded by Veronica Kell to accept the fee reduction as proposed by the Zoning Board of appeals. Short Discussion as to reasoning of reduction and why approval is needed by the Board of Selectmen. Motion was passed with Veronica Kell and Chaz Sexton-Diranian not in favor, both voted no.
4.3 Review of Shared Streets and Spaces extended project.	<p>Mass DOT was able to provide support for the Town. New plans have added Bike lanes from Beech St to Warren Road. Hopes are to go out for procurement and time is left through mid-June to spend the money and funding included signage.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell for R. Eric Slagle to work with the Shared Streets team on procurement for the project. Motion passed with Veronica Kell and Chaz Sexton-Diranian in favor. Thanks to Kittelson and Associates and Shared Streets team.</p>
4.4 Sign the Police Chief contract for FY24-26.	<p>The Police Chief James Sartell signed the 3-year contract from end of June 2023 through end of June 2026. Clarification was made that this was in process a while ago and just not signed yet.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to sign the Police Chief contract for FY24-26. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
4.5 Discuss/vote to post the vacancy on the Townsend Affordable Housing Trust.	<p>Notice of Vacancy for the Affordable Housing Trust is to be posted after Michael Virastko had resigned, is to be posted for 10 Days. It is treated the same as an appointed Board. The Board of Selectmen is appointing authority of the Trust.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to post the vacancy for the Townsend Affordable Housing Trust. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
4.6 Review Town Properties recommendation for lot with respect to transfer and sale of specific town-owned properties.	<p>31-36-0 Parcel ID / 182 Warren Road. Veronica Kell read letter from Townsend Properties Committee into record. The property abuts priority habitat, forestry, and bio map. 11.98-acre parcel. Veronica Kell made the suggestion that the backpiece could be subdivided to sell to Fish and Wildlife and contact Habitat for Humanity to start a project on the existing foundation. Short Discussion as to which way would bring more revenue. It was explained that the pilot program would increase revenue every year if sold to Fish and Wildlife. Private sale would bring in less money.</p> <p>Laurie Shifrin shared that Town Properties debated the lot for 6-8 months and the property is loaded with trash and debris. It's been a nuisance and the Town boarded it up. The recommendation of the Properties Committee was to sell it to an abutter to buy as is, as it is not a buildable lot and house is a tear down. Short Discussion and it was agreed that it must be evaluated first how much the clean-up would cost and speak with someone from Habitat of Humanity to look at the property, look at the pilot and talk to the Assessor.</p>

4.7 Discussion of Conflict of Interest Learning Management System (LMS) and response to Ethics Commission by 11/6/2022.

Short Discussion about options LMS or hosting a program by the Board agreed to file the response. Town will use the Learning Management System (LMS).

4.8 Revize Contract for new website decision

Short Discussion with the Town Administrator R. Eric Slagle and Webmaster Harrison Mayotte present in person and the Board as to contract and the cost split up in the contract or pay up front. R. Eric Slagle is to draft a warrant article to pay the cost upfront and payment dates and speak with Revize about the payment option and contract determination and R. Eric Slagle will come back to the Board with this information. There will be 30GB available, current use is 7GB. Rebuild of website after 4 years at no additional cost is available and other Town websites can migrate over.

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to agree to move forward with the Revize Contract for the new website. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

V. WORK SESSION:  
5.0 ARPA Projects

R. Eric Slagle and Veronica Kell met with the Town Accountant Laurie Dell'Olio. Reports from Town Accountant will come in to see which ARPA line is which.

5.1 Town Administrator Updates and Reports.

1. Solar Canopies: Preliminary conversation and future evaluation with Solar Company the High School used in past to in the future use for the Highway Building, COA, Library, Police, and canopy parking solar and electric vehicle charging station. Model is the no cost to the Town model through lease of a power purchase agreement. These rates are better than the municipal aggregation, will be used in addition. Board would like for Webmaster Harrison and Town Administrator R. Eric Slagle to reach out to Heywood Hospital to see what they said about their solar canopies. R. Eric Slagle is to give an update on Energy Aggregation with Ross Perry. There will be a conversation about it on the 15th of November for both as a combo with each other for lower rates.

The Board indicated that the Special Town Meeting warrant will be opened and closed on November 15, 2022

Veronica Kell:

- The Energy Committee did not need, meeting moved to 11/2/22.
- Open Space and Recreation did not have a quorum and is being rescheduled.

5.2 Reports from Boards and Liaisons

Chaz Sexton-Diranian:

- Planning Board had proposed Bylaw changes and Public Hearing with good feedback.
- Water Meeting had a conversation regarding the new tier grades system and pushback.

5.2.1 General Government	None
5.2.2 Elected Boards	None
5.2.3 Public Safety	None
5.3 Announcements, Communications, etc.	<ul style="list-style-type: none"> <li>• Resignation David effective 12/31/21</li> <li>• Everything else to November 15, 2022 meeting, since late submission was made.</li> </ul>
5.4 Next meeting - Tuesday, November 15, at 6 p.m.	Next meeting will be Tuesday, November 15, 2022 at 6 p.m.
5.5 Review and sign payroll and bills payable warrants.	Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to review and sign payroll and bills payable warrants out of session. Motion was passed with all in favor.
VI: EXECUTIVE SESSION:	None
VII. ADJOURNMENT:	<p>Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to adjourn at 8:10 p.m. Motion passed with Veronica Kell and Chaz Sexton-Diranian in favor</p> <p>Recording of meeting found at: <a href="https://www.youtube.com/watch?v=CMUbRE7yJO4&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=8">https://www.youtube.com/watch?v=CMUbRE7yJO4&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=8</a></p> <p>Minutes submitted by Sabrina Moore on 03/07/2023.</p>

