



OFFICE OF THE BOARD OF SELECTMEN

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

R. Eric Slagle, Town Administrator

RECEIVED
APR 06 2023
TOWN OF TOWNSEND
TOWN CLERK

Topic: Board of Selectmen

Time: March 7, 2023 18:00 Eastern Time {US and Canada}

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 11/1/23. Deleted were minutes for 02/21/23

Board of Selectmen meeting called to order at 6:02 p.m. with Chaz Sexton-Diranian and Veronica Kell and Theresa Morse present in person.

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: Moved 5.0 to after 3.3, 1.6 no Minutes for 02/21/23 available, added 11/1/22 Minutes.

Deletions: None
None

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to accept the meeting minutes for 11/01/2022. Motion was passed with all in favor.

II. APPOINTMENTS AND HEARINGS:

2.1 (6:05) Introduction of State Representative Margaret Scarsdale

Margaret Scarsdale stepped to the table and shared information about her time as a State Representative and the various Committees and Caucuses she is now part of since she was sworn in on January 18th, 2023, into the Massachusetts House of Representatives. She shared that 9 bills were filed in a very short deadline. Some of the bills covered funding for PFAS, Rail Trails, Creation of Municipal Building Authority, Safety Building Authority to name a few. Margaret Scarsdale mentioned that getting the Townsend Charter across the finish line is one of her priorities. Margaret Scarsdale will meet with the Board of Selectmen Chair the end of the month to talk about the legislative priorities the Town may have. Veronica Kell informed that full funding of the regional School District is certainly a high priority of the Town. Margaret Scarsdale informed that a bill was filed for 100% full funding of regional bus transportation. The Board and Town Administrator thanked her for her time and will invite Senator Cronin and State Representative Margaret Scarsdale for another meeting soon.

2.2 (7:00) Amendment to Townsend Affordable Housing Trust Declaration of Trust joint with TAHT

Veronica Kell opened the meeting of the Townsend Affordable Housing Trust meeting at 7:07 p.m. with Beverly Napior, Cindy Boundy and David Werlin also present. Theresa Morse read the motion into record, which was previously reviewed by Town Counsel. This is to change Article 5, the power

III. APPOINTMENTS OF
OFFICIALS/PERSONNEL:

3.1 Appoint Keith Baro
On-Call EMT

3.2 Appoint James Kirk Per
Diem Firefighter EMT

3.3 Meeting Hall
Committee(s); BOS
appointment process

of the trustees. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to amend the Townsend Affordable Housing Trust document as read into the record. Motion was passed with all in favor by the Board of Selectmen. Motion was passed with all in favor by the members of Townsend Affordable Housing Trust.

Motion to adjourn was made by David Werlin and seconded by Cindy Boundy at 7:16PM. Motion was passed with all in favor by the members of Townsend Affordable Housing Trust.

The Townsend Affordable Housing Trust is not part of the ecode of the Town and the next meeting will be posted by Friday.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Keith Baro as an On-Call EMT. It was noted that although the motion does not contain it the personnel policies and procedures will be followed for pre-employment purposes. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint James Kirk as Per Diem Firefighter/EMT. Motion was passed with all in favor.

There was confusion with the Meeting Hall Gallery Committee after recent appointments. Veronica Kell explained the history of the policies for both Meeting Hall Gallery and Meeting Hall Gallery Committee. There used to be a Volunteer for scheduling in the Meeting Hall. The Volunteer stopped doing this. In the Meeting Hall is also a Gallery. Per Meeting Hall Gallery Policy on the website there should be 5 at large members. Veronica Kell asked for anyone who has an issue with an appointment, please notify prior to the appointment the Chair of the Board of Selectmen or the Town Administrator. The Board asked for the appointed officials of committees and boards list on the website to be updated regularly. The Board of Selectmen is the appointing authority. There is also a Meeting Hall policy that was put in place on 10/31/2018 and never acted on. The copy came from the Library director. Veronica Kell pointed out the next steps:

1. Change current Meeting Hall Gallery Committee posting to end of term date of 2025.
2. A new appointment in June if there is no re-appointment of the current member that expires on 06/30/2023.
3. Past appointments do not need to be changed.
4. The Meeting Hall Gallery Policy and Meeting Hall policy need to be reviewed and updated.

This topic will be back on for the 28th meeting. R. Eric Slagle noted that the Meeting Hall Gallery Policy will be referred to the Meeting Hall Gallery Committee to be reviewed and updated by end of April 2023. The Meeting Hall Policy should be reviewed by the Board of Selectmen after referral to COA and the library director to be reviewed and offer comments. The Town Administrator will send the policies to the parties the next day.

IV. MEETING
BUSINESS:

4.1 Discuss Comcast
franchise renewal and
begin the process/set up a
committee

4.2 Grant Discussion –
MHP Housing, Wild &
Scenic River Community
Grant, District Local
Technical Assistance
(DLTA), Unified Planning
Work Program (UPWP),
etc.

4.3 Plan STM and Review
STM Warrant

The Board agreed that TCAM needs to be involved as this will give a good re-negotiating platform for what TCAM needs. The Board hoped to reinstate the drops at the High School for School broadcasting and talks need to be had with the school to reincorporate this in the contract and to add a Meeting Hall drop for broadcasting and adding fiber between buildings. A copy of the cable contract should go to TCAM for review and thought exchange and redo TCAMS Contract. The Board established a 5 person Cable Committee from 03/07/2023 until Contract is setup in approx. 2025. with

1. 1 BOS representative (can be an appointed representative)
2. 1 NMRSD representative
3. 1 Finance Committee representative
4. 1 TCAM representative
5. 1 at-large member

Veronica Kell:

- MHP: meeting was cancelled because of the snow day.
- Wild & Scenic River Community Grant written up by Joan Savoy: Nonnative invasive plant training for Highway, Conservation Commission and Cemetery and Parks at the Adams Dam area in May. How to remove and management plan of invasive species.
- DLTA: MBTA communities work and Housing Choice Work, thank you to Housing Authority, Planning Board and the Town Administrator. The amended grant was due 3/7/23.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to apply for the DLTA amended grant as written. Motion was passed with all in favor.

- UPWP: Traffic pattern changes input from the other communities. Board of Selectmen put in for the grant but had letters of support from other Towns especially for 119 road and Proctor Road area.
- Community One Stop Grant: Still being worked on Veronica Kell and Emily McCaffrey. Funding for field in the back of the Town Hall and Jeffs street for bus stop.
- Funding for rural communities Town Administrator R. Eric Slagle will be looking into it.

Special Town Meeting and Special Special Town Meeting warrants: The Town has tried twice and didn't get a quorum. The Town meetings were continued until May 2, 2023. Plans are to dissolve the old two Special Town Meetings by the moderator reviewed by the Town Counsel and instead make one new Special Town Meeting with some but not all the same articles on it, with additional new articles since January. Second Special Town Meeting had two articles, these will be kept (300K and 97 Main St). Bigger Special Town Meeting: Peg access, Correction to Capital Stabilization account, Re-allocating of the Town meeting warrant recreation replacement. Town Hall elevator for reserve fund replenishing will be taken out. Insurance

	<p>cost stays in, Energy costs stay in to replenish the energy account, accounting services still needed, new heating and ac unit for Town Clerk vault, COA library roof and insulation (R. Eric Slagle to check if this was taken care of), Water articles will stay on, Town website, public lighting bylaw, Zoning bylaw, Cemetery maintenance, lease NMRSD. The Annual Town Meeting deadline had passed on March 1, 2023. The Board of Health has a bylaw change for the Special Town Meeting.</p> <p>Motion was made Theresa Morse and seconded by Chaz Sexton-Diranian to open the Special Town Meeting warrant 03/07/2023 and close it 04/04/2023. Motion was passed with all in favor.</p>
4.4 Review of ATM Warrant Articles	<p>Potential items on the Annual Town Meeting: Peg Access, Auditor, Articles to amend the bylaw for Town Meeting quorum reduced to 50 and automatically closing of Annual Town Meeting warrant on April 1, budget, capital plan, CPA, 300th anniversary money, revolving fund procedural articles.</p> <p>About 150k in free cash left after snow and ice. Free Cash is needed for the 3 Stabilization accounts.</p>
4.5 Review of Town Budget	<p>The FY24 Town budget includes all the requests of all the departments, includes Colas and sets aside funds for the schools. It goes by what was budgeted last year plus 2.6%, new growth, mild increases in revenue projections, total figure added and subtracting the enrollment drop of 2.5%. Cola and Step increase in FY23 budget were calculated incorrectly. ARPA funded salaries were not included in the budget last year, this time they are included, the Highway pavement management money is also included in the budget.</p> <p>Veronica Kell attended the School Committee meeting and instead of the \$315.000 they were assessed over 1 Mio. An override will be needed. About 1 Mio override with 820K just for the schools. In all the budget meetings with the schools the 800K did not come up. About 61% of the budget goes to the schools. Further budget questions were moved to Saturday, March 11, 2023, meeting.</p> <p>Public Comment from Joe Shank: He spoke about the streets and social media; the schools should be the ones to present the override. Veronica Kell explained the schools will be on the agenda on the March 28th to talk about a presentation as to why they request an override. The Superintendent will schedule a public meeting in the Great Hall. R. Eric Slagle was directed by the Board to schedule this meeting with the Superintendent preferably in March 2023.</p>
4.6 Consideration of Capital Plan (taken out of order)	<p>Theresa Morse went over the Capital requests that were approved. The minutes were amended. The Board reviewed the requests.</p> <ul style="list-style-type: none"> • Water Department: asked for additional money, which was approved, which was spelled out in the documents and additional

funds of the SRF loan. R. R. Eric Slagle was directed to ask the Water Department to turn in a typed form.

- Police: 75K for second payment of a lease on two vehicles and 35K for record management project, to possibly fund through ARPA, if money is coming back into ARPA and ARPA consultant okays the expense. Solar Canopies clarification was made for Police Department.
- Fire Department: 50K for the first payment of the fire engine that was approved last year. Recommendation of the bond for replacing the fire engine 3 with cost zero as payment would start in 3 years. Ambulance is also recommended to be funded, funded through the ambulance receipts goes towards an ambulance lease, once lease is over, will be used to fund both, the ambulance and the new fire truck, but actual cost zero for this year.
- Highway: Pickup Truck with Plow can be funded via 15-year bond. Inspection camera and a second plow, which should be funded directly. The 5-year plan should be changed to 15k over 5 years.
- Facilities: Hybrid truck purchase extending it over a 5-year bond. Storage cabinets for \$2,500.00. Green energy will look into funding through a grant for a hybrid truck and the thought was it would be a used truck.
- Items that Capital Planning Committee didn't fund but could be potential ARPA funding are:
 - Disposal of documents in the old library
 - Exterior painting in memorial hall
 - Police department funding for records room
 - Recreation hall window replacement
 - Energy efficient heating system
 - Window replacement WTRR
 - Ceiling fans at library
 - Memorial Hall windows
 - Reprogramming of lighting system at the library
 - Potential assistance for replacing walkways in front of Town Hall

Green Energy will be looking into most of these projects.

Discussion as to Capital Stabilization. Some bonds will age out in 2025 freeing up money. If Capital Stabilization is depleted in 2025 a strategy will need to be discussed to pay for it. 75K for Police cruisers were taken out of General Fund last year and put back into Capital Stabilization to balance the budget. R. Eric Slagle will speak with the police chief J. Sartell about it. Once this is taken care of, funding through bonds should be possible.

Andrea Wood commented remotely: Police Cruisers should be part of the Police budget. Free cash should go into police budget.

Short Discussion as to Budget meeting on March 11, 2022 at 8:30AM as a Board of Selectmen Joint Meeting with Finance Committee. Department

4.7 Discussion of
Community Preservation
Act (CPA) for Warrant
Article

heads and everyone in person. Theresa Morse won't be able to attend without Zoom. General Government at 8:30AM, Public Safety at 9:30AM, Highway, Cemetery, Human Services 10:30AM, Treasurer, Culture and Recreation (Library included) and Generic Budgets at 11:30AM. Every Department gets a copy of the budget. Hard copies of the budget will be handed out on Wednesday.

The Town has never paid into CPA. Surcharge of 1% to 3% which is not rolled into the tax rate but based on evaluation of the property, an additional fee that a property owner then must pay. It needs a vote. The CPA could be used for affordable housing, painting of memorial hall. Exemptions are possible, workforce money. The Town keeps the money in an account. Any time anything is registered at the registry of deeds a certain percentage of the fee goes into the fund the State holds. These fees were increased in 2019 to roughly \$50.00. Those funds are then distributed to the Towns that adopted the Community Preservation Act. Townsend had not received any money. The Chair wants it to put it out to the Town (Town meeting vote and ballot vote). For every dollar the Town will set aside for this the State will match it partially. Open Space and Rec, Affordable Housing and Historic Preservation were some ideas for use of the funds received. Affordable Housing would be for first time homebuyers, senior housing and municipal employees. If you own a property anywhere, but especially in Townsend, you already paid into the trust fund and until Townsend adopts the CPA that money was going to other Towns. This has been recommended by many instances.

R. Eric Slagle will bring a sample warrant article with all possible exemptions to the Board to decide what exemptions are wanted and what percentage will be adopted and talk to the CPA advisor from the State. This topic will go to the next Board of Selectmen meeting.

4.8 Discussion of Order to
Conduct Dam Safety
Inspection (Mason Rd
Dam)

The Town Administrator shared that the Town is the part owner of a dam behind the West Townsend Reading Room, the Mason Road dam. It is a broken-down concrete slab in the middle of a river. There is a mandatory requirement to conduct an inspection once every ten years. We have not had one in the last 10 years. A deadline is set for May to have a dam safety inspection report done. R. Eric Slagle will contact the company to get a general quote and the property owner on the other side, the Delaney's. There is a possibility to use a company that is involved in Harbor Pond as well. This may need to be a reserve fund transfer. Otherwise, there is a fine of \$5000.00 a day. Goes on the meeting of the 28th.

4.9 Schedule Energy
Aggregation Public Hearing
for 3/28

Needs to be done this week. Post at the appropriate places.

V. WORK SESSION:
5.0 ARPA Projects
(moved up)

Library was already discussed and the Capital Planning as well. R. Eric Slagle will talk to Jennifer at Capital Strategic Alliance to see if the building assessments are eligible.

Emily McCaffrey handed out a new request from the library. Professional Development in the Library, dedicating \$10,000.00 over 3 years. Funds are available, because other projects from Departments didn't max out the funds. ARPA wouldn't cover all of it but help pay for it and rest supplemented by the library. Emily McCaffrey ran it by Capital Strategic for approval of the outline. Theresa Morse recommended using ARPA funds for the library, storing for the books, the ceiling fans for the current Library and reprogramming of the lighting board and look at it under capital planning. Per expenditure policy it would fall under Wellness Programming Budget, not a new ARPA project but re-allocating the money.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to accept the \$10,000.00 the library requested for ARPA funding through the Wellness funds for Professional Development. Motion was passed with all in favor.

Emergency Assistance Funds application update will be discussed offline as it was not on the agenda. Emily McCaffrey will check with the Town Administrator on this topic.

R. Eric Slagle announced that Emily McCaffrey will be leaving to work with the State in April 2023. The job description was updated and will be posted in hope to get a candidate to train, while Emily is still on the job.

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to post the position with the amended job description of the Community Services Coordinator. Discussion: The question came up if the position should continue to get funded through ARPA and the conclusion was, that without the funding through ARPA the Town would not have the position. Emily McCaffrey proposed to not think about it as a Town position but more like a regional position. The purpose of the position is to help the community. R. Eric Slagle explained that in the prepared budget the positions funded by ARPA are being weaned off ARPA to be funded from the General Fund in the future. Motion was passed with all in favor.

5.1 Town Administrator Updates and Reports.

Veronica Kell was assigned to collective bargaining for the Police and R. Eric Slagle asked the Board if she should also be assigned to the Clerical, Supervisor and Highway/Water Union discussions. He further shared that there will be an appendix just to use for Highway and appendix just to use for Water as Highway/Water will become a single unit with two subgroups. The Board is okay with Veronica Kell to handle this until the end of April. Invitation will be sent by R. Eric Slagle.

5.2 Reports from Board liaisons. 5.2.1 General Government 5.2.2 Elected Boards 5.2.3 Public Safety

Theresa Morse:

- Green Energy: Follow up on some items by R. Eric Slagle while Theresa Morse is away and to check with Karen when the Green Communities Grant is due.

	<p><u>Chaz Sexton-Diranian:</u></p> <ul style="list-style-type: none"> • Water: In April they would like to invite the State Representative and Senator to a meeting. The Water Superintendent has all things in order. • Planning Board: Meeting was missed. • HR Webinar forwarded RE Candidate pool. • Lori Trahan is coming next week Wednesday at 11AM to the Chambers to meet with our Community Services Coordinator and Board of Selectmen with the great job that was done with Community Wellness and ARPA funding. Board of Selectmen would like press involvement. NM Cares is invited. R. Eric Slagle will find out. • Public Safety: New cruisers are in. They were outfitted and lease is last installment to pay off. • Two vehicles received Fire Chief car and intercept vehicle for the Fire Department.
5.3 Reorganization of the Board	<p>Since Veronica Kell is not running for Selectmen for next year the below motion was made:</p> <p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian for Veronica Kell to move into the role of Vice-Chair and Chaz Sexton-Diranian into the role of Chair of the Board of Selectmen. Motion was passed with all in favor.</p>
5.4 Announcements, Communications, etc.	<ul style="list-style-type: none"> • Resignation Linda Mack as Conservation Commissioner • Resignation Natalie Call from Council on Aging • Openings for both need to be posted.
5.5 Next meeting:	<p>Budget Summit on March 11, 2023, Regular Meeting March 28, 2023, April 4, 2023, April 11, 2023, April 18, 2023, Saturday April 22, 2023 Earth Day Table for Selectmen.</p>
5.6 Review and sign payroll and bills payable warrants out of session.	<p>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.</p>
I: EXECUTIVE SESSION	<p>None</p>
VII. ADJOURNMENT:	<p>Motion was made by Theresa Morse and seconded Chaz Sexton-Diranian to adjourn at 9:45 p.m. Motion was passed with all in favor.</p> <p>Recording of meeting found at: https://www.youtube.com/watch?v=q0fPjsEaAn0&list=PLQpCwUSpXcCa-inxdzK0jQMgEx3wCFBbE&index=3&t=2548s</p> <p>Minutes submitted by Sabrina Moore on 04/05/2023.</p>