



OFFICE OF THE BOARD OF SELECTMEN

Chaz Sexton-Diranian, *Chairman*

Veronica Kell, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

RECEIVED
APR 20 2023
TOWN OF TOWNSEND
TOWN CLERK

Topic: Board of Selectmen

Time: April 04, 2023 18:00 Eastern Time {US and Canada}

I. PRELIMINARIES:

Call the meeting to order and roll call.

Pledge of Allegiance

Announce the meeting is being recorded.

Chairman's Additions or Deletions.

Review/Approve the meeting minutes for 03/07/2023, 03/11/2023, 03/28/2023

Board of Selectmen meeting called to order at 6:08 p.m. with Chaz Sexton-Diranian in person and Veronica Kell in person, Theresa Morse not present.

Pledge of Allegiance recited.

Chaz Sexton-Diranian announced that the meeting is being recorded and noted, that there was a Zoom link error on the agenda, which was corrected on 04/04/2023.

Additions: 4.8 Vote to set the election, 4.9 Review and Approve the Library job description.

Deletions: 03/28/2022 minutes (next meeting).

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to approve meeting minutes for 03/07/2023 with the change. Change: On page 2 towards the top affordable housing trust is NOT part of the e-code of the Town. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to approve the meeting minutes for 03/11/2023. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor. Minutes will be put on letterhead. Before the one o'clock part Theresa Morse left the meeting, and the subsequent vote was the adjournment and R. Eric Slagle confirmed that it is not necessary to put in and Veronica Kell will leave it out.

II. APPOINTMENTS AND HEARINGS:

2.1 (6:30) Discuss 4/11 Town Meeting, invite TCAM for technology needs

Discussion of setup for the 4/11 Town Meeting, suggested setup format like the last Town Meeting. David Funaiole Executive Director of TCAM was present and shared some ideas. It will be a meeting to discuss the budget and the warrant. It was decided to go with an HD projector to put the articles on the screen with an internal only zoom link. David Funaiole introduced Jim Stringer.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

None

IV. MEETING BUSINESS:

4.1 Vote to Accept Petition for Acceptance of Cooperage Way and Harbor Trace Road

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to accept the petition for the acceptance of Harbor Trace Road and Cooperage Way as Town Roads. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor. The Board noted that the Public Hearing for this is scheduled for 04/18/2023.

4.2 Vote to Finalize STM and ATM Warrants

Special Town Meeting: All articles the Board has previously reviewed. R. Eric Slagle read the articles into record. The following **Article 2:** 4th quarter peg access – a specific dollar figure will be put in by the Town Administrator.

Article 8: Is \$7,500.00 for the Heating and A/C unit, does not fall under Rise engineering scope.

Article 9: \$10,000.00 for COA/Library roof Facilities is working with the contractor that installed the roof to see if any leaky areas are under warranty, May be removed before Town Meeting.

Article 16 (new): Vote to transfer from Free Cash for the purpose of offsetting FY22 Snow and Ice Deficits, the number in yellow, the exact final number will be provided after confirmation with Highway and Accounting.

The moderator will dissolve the old STM warrants and open the new STM warrants. Continued with 2.1.

- Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to accept the STM as written provided no other articles are coming in for finalizing on April 7th. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

Annual Town Meeting: R. Eric Slagle spoke about the warrant articles out of, order saving the budget part for last.

- Article 4: Is newly submitted by Chief Sartell, request to establish 3 new small revolving funds for the Police Department. R. Eric Slagle to find out about Number 9 of revolving fund \$80,000 in Article 3 if that is separate and what it is exactly as the question came up.
- Article 5: Budget, taken out of order.
- Article 6: The impromptu 2 ½ override. This is for the school budget not for the Town budget, this was clarified by the Board Chair.
- Articles 7 and 8 Stabilization and Free Cash: Are not necessary if the budget stays balanced but left in as a buffer to balance the budget if needed, because of possible override. The procedure was discussed what happens if:

- the override passes at the ballot, then vote article 6, then if it is a yes, the schools get the Millions requested.
 - it is a yes at the ballot box and a no vote at the Town Meeting, this would trigger another Town meeting, as the budget wouldn't be balanced.
 - ballot box is no and vote is yes, this would trigger another election. ballot box is no and vote is no, if Townsend is the only one to do so from the other Towns, then Townsend would have to find money and another way than through an override and go back to Town Meeting, but if Townsend is not the only Town to do so, then it goes back to the School to cut their budget and another Town meeting would be necessary and possibly another election if the new School budget has the need for another override.
- Article 7 stays in and Article 8 was not considered wise to take money out of Stabilization as it would be wiped out if used for the school budget.
- Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to delete Article 8 from the warrant to transfer funds from Stabilization. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.
- Article 9: To fix the salary of the elected officers in Town.
 - Article 10: Water Enterprise budget.
 - Article 11: Amount will be adjusted and a new number entered, expanded PFAS project.
 - Article 12: Capital Plan Recommendations. 5 year plan of Facilities in progress.
 - Article 13: Lease for Ambulance.
 - Article 14: Peg Access. Same as last year, amount will be placed in article.
 - Article 15: 300th Anniversary Celebration.
 - Article 16: Board of Assessors
 - Article 17: Energy Aggregation.
 - Article 18: Changes being made to Town meeting section of Bylaws for change in quorum and warrant article submission date.
 - Article 19: CPA. The motion when it is read will include the percentage and exemptions. R. Eric Slagle will have draft ready.
 - Article 20: Affordable Housing Trust Bylaw, Section 5the posited changed to posted typo (Veronica Kell changed it in word document in meeting).

	<ul style="list-style-type: none"> Article 21: Town acceptance of Harbor Trace Road and Cooperage Way.
	<p>The warrant will be posted on April 18th, 2023. Plan was on SharePoint.</p>
4.3 Vote to Move Location of Access Easement on 177 Main St. as per Attached Plan	<p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to move the location of the access easement for 177 Main Street as per plan and authorize the Town Administrator to sign any necessary documents. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
4.4 Vote to approve a bond sale in the amount of \$2,345,000.	<p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to approve a bond sale of \$2,345,000.00. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
4.5 Discuss Earth Day tables (Aggregation and CPA)	<p>Ross Perry joined remotely. Proposed copies of information for Energy Aggregation were discussed for April 22, 2023. Brochures and presentations will be shared. FAQ's will address everyone's concerns. Parallel with Earth Day Ross Perry mentioned Interview/Presentation from TCAM and Mike Brown will host this to explain how the program works before Town Meeting. Brochures are printed by Good Energy and will be provided to the Town Administrator R. Eric Slagle. Veronica Kell and Ross Perry will be present from 10AM to 3PM at the table, 6FT and a 4FT table and bring your own chairs. Ross Perry has a canopy for the 10x10 spot, and a tablecloth with town seal on it is available in the Town Hall. Alternatively, Veronica Kell will check on a canopy as well. CPA language possibly Community Preservation Coalition can provide brochures, R. Eric Slagle will reach out.</p>
4.6 Discuss RFPs for Town Buildings	<p>These were buildings which were previously discussed. R. Eric Slagle read text into record. The Board directed the Town Administrator as follows.</p> <ul style="list-style-type: none"> Old Central fire station R. Eric Slagle is to check if adjacent lot is owned by the Town. Fire Museum Old Harbor Fire Station. Violation of lease now, the Town has the right to terminate at any time. R. Eric Slagle to speak with the Fire Chief Gary Shepherd. R. Eric Slagle was directed to include/update appropriate parking in the RFP for all three properties. For Hart Free Library R. Eric Slagle will share information to exact date. <p>1) Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to go forward with the RFP for the rehab</p>

	<p>of the Hart Free Library. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p> <p>2) Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to accept the RFP for the old Harbor Fire Station contingent upon the lease being resolved with DCR. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p> <p>3) Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian for posting for the Old Central Fire Station with a clause on parking. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
4.7 Discuss Melanson Contract for FY24	<p>Melanson is now Marcum. Proposal assuming the Town had an Assistant Town Accountant on staff. \$45K, half of FY23 contract. Structured payments on when more work will be done for the Town. The Assistant Town Accountant will have 5 full months of training. Fee based on an assumption of hours. Reconciliation of cash is current and ongoing currently. FY22 is not audited yet through Roselli and Clark, R. Eric Slagle will talk to Marcum to see where this stand. Thanks to Marcum for being enthusiastic about the plan to train as a Town Accountant. Asterisks stand for documents referred to.</p> <p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to authorize the Town Administrator to sign the contract with Marcum for FY24. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
4.8 Vote to set the election	<p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to set the election to Monday April 24th. Motion was passed with Veronica Kell and Chaz Sexton-Diranian-in favor. The document was handed out and signed in the meeting.</p>
4.9 Review and Approve the Library job description.	<p>The Board reviewed the Assistant Library Director and Technology Coordinator job description which addresses the additional duties extension of the opening hours of the library and the real ability to have someone in charge when the Director is on vacation. The amount is in the budget and R. Eric Slagle can have the information put onto the job description.</p> <p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to accept the job description of the Assistant Library Director and Technology Coordinator with the addition of the amount from Comp plan.</p>

4.2 Vote to Finalize STM and
ATM Warrants (continued)
Budget Article 5

R. Eric Slagle explained that this is the current version of the balanced budget not the override budget. Largest items of debt services besides the Water Treatment Plant are Fire Department new equipment. There are plans to use ambulance receipts to fund that debt.

- Line 9 - Grant administrator. Veronica Kell suggested to put back in the budget. The plan for the Land Use Coordinator is great but doesn't allow for the Grant Administrator hours. She suggested to rewrite the job description and put in as an F1 position. The Chair instructed to have a mutual discussion to come up with the 15K for this with all Board members and the Town Administrator.
- The Town Administrator is to check with MTC Counsel if the contract is up for review, possibly every year's review.
- 100K ARPA funds have been used for: Cable mapping plan for the Town, equipment will be moved, TV for zoom, furniture, Wifi to enhance Great Hall. A portion is Guardian ongoing maintenance and a portion for Guardian projects i.e., new server, decommissioning of old equipment etc.
- Land Use: Conservation Agent and Conservation Agent Support was consolidated, and clothing allowance has dropped to \$600.00.
Facilities: 6K increase for Facilities, the Board didn't agree with a 20 % increase as it was not backed up by data. The reasoning for the increase is to cover maintenance of the buildings since addition of the Senior Center was built as there was not enough funding for this previously. The increase in vehicle supplies is with anticipation of additional truck and gas. Line 228 \$6K a year stipend will be zeroed out.
- Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to increase lines 234 and 236 by 5% of what it was last year. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor. Discussion in regard to data to back up increase was missing and planning ahead for Facilities. The Town Administrator will reflect the changes in the budget.
- Animal Inspector: The Town does not currently have an Animal Inspector, the Town Administrator mentioned to the Board that the Ashby Animal Inspector is willing to

cover for Townsend but for an increased fee, the exact number will be determined later. The Town Administrator will also double-check the statute as to the fixed rate of payment.

- Highway: had significant changes. Addition of another equipment operator to the Highway Department. Line 503 Operating Staff to patching and paving and dealing with culverts. Increase in salt line to not take up so much free cash every year.
- Solid Waste: The Town Administrator doesn't believe that the override voted for trash must always go to trash. R. Eric Slagle further believes the amount will never be less than this amount though, but the override that first funded 100% of the trash contract now funds 75%-80% of the trash contract.
- Cemetery and Parks: Salaried and Union position being for the Cemetery is on call over the weekends. 4K should be bargained for with Union negotiation.
- Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to remove line 578 the other stipend from the budget for Cemetery and Parks. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor. A discussion with the Union will need to be had first for approval.
- Housing Trust monies are funded by ARPA.
- Recreation: The Board explained that it was supposed to be 32 hours a week. The increase of 8% was a lot more than others received. Ever since she was full-time the Recreation Departmenthead was 32 hours a week after check by Town Administrator R. Eric Slagle on the Employee Action Forms. The Town Administrator explained that there was a COLA and Step increase and back in 2020 the timesheets were filled out for 40 hours a week for REC and 32 hours a week in non-REC hours for the Recreation Departmenthead.
- Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to make the increase for line 700 to a 4% increase to be consistent with the other salaries for staff. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor. The full salary was carried here but, in

5.0 ARPA Projects

Town Administrator Updates and Reports

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Elected Boards
Public Safety

the recap, it shows the 10K will be from the revolving fund.

- General Insurance: is out for bid and will come back on the 10th.
ARPA monies for Health Care Insurance for HR manager 22K and one of the Fire positions was not included in the budget and monies weren't needed, means 44K off set that is not reflected in the current budget. An amended version of the budget will be brought to the Board again by Town Administrator.
- Company to go out to bid for the buildings through Town Administrator. Hopes are to be under 50K.
- It was mentioned that a reallocation form for the Town Clerk will be coming in for the maintenance of the poll pads. 18K from the clickers can be re-allocated. R. Eric Slagle will talk to the Town Clerk about it.

Dam Inspection: Quote from the cooperation that did the last evaluation for \$5,150.00 or less.

- Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian for the Town Administrator to be authorized to enter a contract for dam inspection of \$5,150.00 or less. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

To secure place in line and current pricing of new fire truck which was authorized by the Capital Planning Committee non-binding agreement needed signature.

- Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to authorize the Town Administrator to sign a non-binding agreement with Seagraves for the Fire Truck as part of the Capital Plan to be voted at the Annual Town Meeting. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

Elected Boards (Chaz Sexton-Diranian):

The Planning Board wasn't in meeting too long. Nothing new.
Public Safety (Veronica Kell): For the Emergency Assistance Fund one of the groups that participate is Abraham French Found, appointed by the Board of Selectmen, 3 people on Board, Cheryl Simeone passed sadly, posting is needed for 2 positions for the Abraham French Committee.

	<p>Self-Evaluations for R. Eric Slagle and Sabrina Moore were turned in. Veronica Kell to meet with HR on 15th and then an executive session on the 18th with the Town Administrator. Review of Sabrina Moore will be held with R. Eric Slagle. Veronica Kell will contact TCAM for the 11th.</p> <p>4/18/23 is the last meeting of Veronica Kell, Transition should be on the meeting of the 18th agenda. For the Transportation Task Force the Board of Selectmen need to decide if to disband or redirect it, as two members Emily and Veronica will be missing. Community Placemaking Grant 50 50 Grant application consideration of a warrant article to the ATM to set aside as a match, due date in June. The Chair will not entertain it currently has no time available and talked about with the new Selectman. The warrant article would have to be posted on the 18th and written before that. Town Administrator was hoping to put cash in Salary Stabilization for FY25 in this or the Fall Town meeting.</p>
Announcements/Communications	<ul style="list-style-type: none"> ○ Town Counsel remote participation was signed off by the Senator in meetings until 2025. ○ Town Election is on Monday April 24, 2023 ○ Tuesday, May 2 – Annual Town Meeting ● It was mentioned to setup additional handicapped spots against the building, having childcare available Town funded at the Rec Center and a survey regarding Town Meeting hours and days to spur Public participation. ○ ZBA decision on 37 Burgess Road, Building Inspectors decision was upheld ○ Conservation Commission has a Public Hearing about 75 Pierce Road on April 12, 2023.
Next meeting	Next meeting will be Tuesday 04/11/2023, at 7 p.m, 4/18/2023 regular meeting.
Review and sign payroll and bills payable warrants out of session.	Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to review and sign payroll and bills payable warrants out of session. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.
VI: EXECUTIVE SESSION: 6.1 Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with non-union personnel (Asst. Town Accountant)	<p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to enter Executive Session at 8:57 p.m and to adjourn in Executive Session:</p> <ol style="list-style-type: none"> 1. 6.1 Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with non-union personnel (Asst. Town Accountant)
VII. ADJOURNMENT:	Recording of meeting found at: <u>2023-04-04 Board of Selectmen - YouTube</u> Minutes submitted by Sabrina Moore on 04/18/2023.

