



## 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 29 2023

TOWN OF TOWNSEND  
TOWN CLERK

Topic: Board of Selectmen

Time: November 15, 2022 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 6/23/2022, 7/5/2022

Board of Selectmen meeting called to order at 6:06 p.m. with Chaz Sexton-Diranian (remotely), Veronica Kell and Theresa Morse 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 and that all votes taken will be roll call votes.

Additions: 4.X11 Water Line information and questionnaire for extending the water main along South Row Road and Emery Road, late submission, response required by December 2, 2022

Deletions: None

Recycling Committee Irene Congdon Chair announced America Recycles Day and handed out stickers and announced that the Committee received a state reward of \$10,800.00 from the Massachusetts Department of Environmental Protection for the Recycling Dividend Program.

Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to review and approve meeting minutes for 06/23/2022. Going forward Sabrina Moore is to delete empty pages out of the minute draft before review. Motion was passed with all in favor.

Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to review and approve meeting minutes for 07/05/2022. Short discussion as to 4/5 deleted in minutes, okayed by Board. Motion was passed with all in favor.

### II. APPOINTMENTS AND HEARINGS:

2.1 Squannacook

Greenways presentation - Meehan Pedestrian Bridge over Squannacook River (6:30)

Bill Rideout, the Treasurer of Squannacook Greenways spoke and shared details via screensharing of the Meehan Bridge overview document. The idea was to use the remaining Shared Streets money and rest of ARPA money to improve access from Timberlee Park to the Rail Trail. There is the possibility of funding through an anonymous donor for Old Meetinghouse Road as an alternate route. There used to be a bridge, but it was washed out and has been gone since 1938. A proposed Meehan Pedestrian Bridge would be for pedestrians, horses, bicycles on an unmaintained Town road with child friendly access from 119 and with

gravel surface not meant for cars. Stan Dillis from Dillis and Roy Engineering was hired and a preliminary hearing in front of the Conservation Commission was previously held. In the northern part of the bridge is an area that is listed as a federal flood plain. Since it is a Town road Squannacook Greenways would need a replacement road, therefor Squannacook Greenways asked the Board if the Town is interested in doing this work with Squannacook Greenways providing the construction and permitting costs. Stan Dillis mentioned that this would mean an improvement of the existing surface as is and provide the existing surface with relief in case it floods. Police Chief James Sartell was on remotely for Public Safety point of view and questions. James Smith was filled in about these plans. It was made clear that this is not a fully permitted project yet. Existing Budman, no alteration of any bank on the Squannacook. Endangered species are going through the habitat as the bridge crosses of which parts are owned by Massachusetts Division of Fisheries and Wildlife (MassWildlife) and another part is owned by DCR Department of Conservation and Recreation on the other side of the road. Cars were allowed, but pedestrians were not. The project will be divided into two parts. Squannacook Greenways would be responsible for the bridge and south of the bridge and permitting will be done separately. The Town would be responsible for the northern part except financially Squannacook Greenways would pay for it. Discussion as to Squannacook Greenways being allowed to do work on a Town owned road. Allowing someone to do road work on a town owned road as a private entity is not uncommon. If the Town is in charge, the Town would have to do all the procurement. The work would require a contractor with liability insurance with a process like a road opening permit with the Town granting permission to do work on the road. Alternatively, Squannacook Greenways could become owner of the bridge or the bridge becoming a Town owned bridge. A possible start will be November 2023. This was previously discussed with Conservation Commission and James Gates was present in this Board of Selectmen meeting. R. Eric Slagle was directed to run this topic by Town Counsel. The topic was moved for Discussion to December 06, 2022, meeting.

### III. APPOINTMENTS OF OFFICIALS/PERSONNEL

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3.1 Appoint Tyler Carter as on-call firefighter.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint Tyler Carter as on-call firefighter. Motion was passed with all in favor.

3.2 Appoint Mark Vitale as full-time firefighter/paramedic.

Motion was made by Theresa Morse and seconded by Chaz Sexton - Diranian to appoint Mark Vitale as full-time firefighter/paramedic. Motion was passed with all in favor.

IV. MEETING  
BUSINESS:

4.1 Approve and sign outside of a meeting all 2023 renewals for liquor licenses contingent upon a valid certificate of inspection and receipt of required documentation and payment.

4.2 Open and close Special Town Meeting warrant.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to approve and sign outside of a meeting all 2023 renewals for liquor licenses contingent upon a valid certificate of inspection and receipt of required documentation and payment. Short Discussion as to a closed business renewing their license and it was clarified that a license can be kept going although the business is not open. Motion was made with all in favor.

Warrant was handed out in the meeting.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to open and close the Special Town Meeting warrant. The Board reviewed the Warrant articles. Motion was passed with all in favor. Eric Slagle read each article into the record and the Board decided as follows as to each warrant article:

- Article 1 - Kept.
- Article 2 - Kept.
- Article 3 - Kept.
- Article 4 - Kept.
- Article 5 - Kept.
- Article 6 - Kept.
- Article 7 - Kept.
- Article 8 - Kept.
- Article 9 - Kept. Will be pulled, if needed.
- Article 10 - Kept. Will be pulled, if needed.
- Article 11 - Kept.
- Article 12 - Struck. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to move Article 12 to the Annual Town meeting with the stipulation to take the funding from capital stabilization instead of free cash. Motion was passed with all in favor.
- Article 13 - Struck. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to remove Article 13 for funding to the Annual Town Meeting. Motion was passed with all in favor.
- Article 14 - Kept.
- Article 15 - Chaz Sexton-Diranian will get answers.
- Article 16 - Chaz Sexton-Diranian will get answers.
- Article 17 - Chaz Sexton-Diranian will get answers.
- Article 18 - Chaz Sexton-Diranian will get answers.
- Article 19 - Struck. Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to move Article 19 to the Annual Town meeting. Motion was passed with all in favor.
- Article 20 - Kept.

	<ul style="list-style-type: none"> <li>• Article 21 – Kept.</li> <li>• Article 22 - Kept.</li> <li>• Article 23 – Kept. 20-year lease agreement with the North Middlesex Regional School District for the Spaulding School not including Pheasant Lane Field. The Board agreed to change it to a 10-year lease with two 5-year mutual agreed upon extensions. The Board directed the Town Administrator to change the agreement and provide a draft copy to the Board and topic will be back on the December 6, 2022 meeting.</li> </ul>
	<p>Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to close the Special Town Meeting Warrant. Motion was passed with all in favor.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to sign the warrant out of session. Motion was passed with all in favor.</p>
4.3 Discuss Planning Board mandatory referral for changes to Ch 145 Section 54.1 Age-restricted development and Section 42 Site Plan Review Special Permit	<p>The topic spurred a short discussion about enforcement of age restriction, monitoring and overlay district and questions came up as to 55 and over units and if the original Bylaw put in place in May 2021 would need a review. The Board agreed to add “no comment” on the referral notice.</p>
4.4 Discuss ZBA mandatory referral for 75 Pierce Rd	<p>Discussion as to the staircase being part of living space. The Board agreed to make no comment to the referral.</p>
4.5 Review CDBG Final Report and project completion letter	<p>Grant that the Town obtained in FY 18 extended many times. No longer extendable. Projects are completed. Funds used only past two years. Fuel assistance, Elderly, and Low-Income Renovations to Homes, Loans that are forgiven if remain in house. Community Development Block Grant (CDBG). Veronica Kell made changed I to the Board of Selectmen and read the text into record. R. Eric Slagle recommended to get on next round of CDBG grants. R. Eric Slagle and Chaz agreed that CDBG can help supplement staffing, rehab of historic buildings work with several Boards and non-profit partnering. R. Eric Slagle will check on deadline for application.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to make the change to the letter from “I” to “the Board of Selectmen” and submitting the final letter to Anna Whitten at the HCD. Motion was passed with all in favor.</p>
4.6 Discuss ABCC Seasonal Population Estimate form	<p>Veronica Kell read text into record. Chaz Sexton-Diranian authorized to stamp his signature. Motion was made by Theresa Morse and seconded Chaz Sexton-Diranian that the estimated temporary increased resident</p>

4.7 Energy Committee postings – for new member, alternate members, and Energy Master Plan Committee members.

population of Townsend as of July 10, 2023 will be zero. Motion was passed with all in favor.

Brent Carney resigned. Post for new member and two alternate members. Also in discussion about Energy Master Plan Committee members. Veronica Kell explained findings from Energy Committee meetings and proposed to reconsider the content of the committee and use the MVP Plan and Master Plan as a guide and form a Sustainability Counsel. Posting will be made for Energy Committee for one new member to replace Brent and two alternate members. Theresa Morse as liaison and R. Eric Slagle are to look at the Lowell website for ideas for Sustainability Counsel for the December 6, 2022 meeting.

4.8 Discuss moving Parcel 29-2-0 into Land Court.

Veronica Kell screenshared plan of the DCR wet piece cul de sac on Hillside drive, between that and route 13, which is a connector between two pieces of DCR land. DCR had a deal with the person paying the taxes who was in arrears. The Board voted to fast track it and the paperwork was signed in fall of 2020. January until March time the Board was informed the parcel is part of a trust. Trust was no longer in existence and people on trust can't be found. Tax Title parcel was going to move it into Land Court.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to move Parcel 29-2-0 into Land Court and direct the Town Administrator Eric Slagle to contact DCR for interest in purchase and recovery of the backtaxes.

4.9 Review proposals from two companies for energy aggregation for Town buildings.

Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to review the proposal of two companies for Energy Aggregation out of order (4.9). Motion was passed with all in favor.

Ross Perry screenshared and R. Eric Slagle handed out originals of quotes for Town Buildings only: Latest electricity and gas quotes from Freedom Energy and quotes from Good Energy.

Short Discussion as to length of contract being 3 years, comparison of quotes to Unitil rates. Assuming the rate will be lower than the rate that Unitil offers, the Board agreed a lock in of quoted rate would be beneficial and if the rate is not favorable in the future to be able to get out of contract early. Ross Perry explained that the rate does change daily. The lock in would be the rate of November 15th.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to go forward with the Energy Aggregation plan Good Energy for a 3-year term. contingent upon the fixed contracted rate of 0.14897. Motion was edited by Veronica Kell and seconded by Theresa Morse to add "being less than Unitil's G2 December 1 rate". Motion was passed with all in favor.



4.x.10 Discuss/Review  
Loan for water treatment  
plant

Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse for Town Administrator R. Eric Slagle to sign the contract on behalf of the Board of Selectmen with Good Energy. Motion was passed with all in favor.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to take 4.x.10 out of order. Motion was passed with all in favor.

Melissa Dunnet the Town Treasurer/Tax Collector was present remotely for questions. Engineering Portion was not being paid for by the State, needed to borrow it. 3 people from UFASI Finance Advisor Board had a meeting with Melissa Dunnet, David Vigeant and R. Eric Slagle. The Board raised questions as to interest rate of 4.45 % referenced in loan documents since the Board was of the opinion the loan was a zero interest loan with principal forgiveness. Short Discussion as to what amount was approved through a past Annual Town Meeting vote for the full amount with no separate vote for engineering as authorization to borrow the \$507,500.00, what funds were set aside through ARPA 10, outstanding invoices and approvals made and a due date in April.

The topic was moved to the December 6, 2022 Board of Selectmen meeting for discussion with David Vigeant, Water Superintendent.

4.X11 Water Line  
information and  
questionnaire for extending  
the water main along South  
Row Road and Emery  
Road, late submission,  
response required by  
December 2, 2022

Water Line information and questionnaire for extending the water main along South Row Road and Emery Road was a late submission to the meeting with a response required by December 2, 2022. The Water Department was looking for responses from home owners along South Row Road and Emery Road, if they are interested to be connected to Town water. If responded yes, the Water Department would leave a water connection to connect to in the future. Veronica Kell read part of the information into record. Board directed R. Eric Slagle to have the webmaster place it on the news section of the Town website and R. Eric Slagle mentioned that the Water Department intended to also mail this to the residents of these streets.

V. WORK SESSION:  
5.0 ARPA Projects

None

5.1 Town Administrator  
Updates and Reports.

1. Official Recount in the State Representative race for Townsend because of a 10 vote difference, likely to happen in early December. Specifics won't be known until after Thanksgiving. R. Eric Slagle will let the Board know specifics when it is known before December 6th meeting.
2. Request made to place Planet Aid Textile Donation bins, being the recent banning of textiles in the trash. Bins have been a problem in Townsend for illegal dumping.
3. Signage Bylaw update, talked with Town Counsel. Municipalities have lost when trying to regulate it. The Town has no constitutional rights to do anything.

	<p>4. Land Use Coordinator Posting: Haven gotten any qualified individuals, one applicant was not a good fit. Grant Administrator no one found as well. Both positions posted for a long time. Combining the position with the Land Use Coordinator and Grants Administrator to a 40-hour position, to raise the salary without affecting the budget. R. Eric Slagle advised the salary cap will be matched with the last step of the last Land Use Coordinators without upsetting the Supervisors Union Grid. Veronica Kell uttered concern if this will be enough hours to get both jobs done in a week.</p> <p>➤ Motion was made by Chaz Sexton-Diranian and seconded by Theresa Morse to combine the Land Use Coordinator and elements of Grand Administration to a 40 hour position and re-post it once the Union has given okay to do so. Motion was passed with all in favor.</p> <p>➤ Motion made by Theresa Morse and seconded by Chaz Sexton-Diranian to allow R. Eric Slagle to increase the rate of pay of the Interim Land Use Coordinator to the Land Use Coordinator rate. Motion was passed with all in favor.</p>
5.2 Reports from Board liaisons.	<p><u>Theresa Morse:</u></p> <ul style="list-style-type: none"> <li>Finance Committee - ARPA Funds Discussion, Town Warrant Discussions were held.</li> </ul> <p><u>Veronica Kell:</u></p> <ul style="list-style-type: none"> <li>Went to Energy Meeting, nothing else new to report.</li> </ul> <p><u>Chaz Sexton-Diranian:</u></p> <ul style="list-style-type: none"> <li>Went to Water Department meeting, will probably report to the Board of Selectmen in January.</li> <li>Went to Planning Board meeting, nothing new to report.</li> </ul>
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 of Brent Carney from Energy Committee.</li> <li>Resignation of Alice Struthers from Townsend Gallery Committee. Resignation of Robert Henderson as on call firefighter/paramedic.</li> <li>Unitil Public Notice 45 Operational Plan December 6th or December 20th Comment Period Until December 23rd for Herbicide Treatments. Vegetation Management. Veronica Kell suggested to pass it on the the Conservation Commission through the government liaison to have a chance to comment and for the webmaster to put up on the website. R. Eric Slagle kept the original for that purpose.</li> <li>Unitil Notice Planting Trees, also for the webmaster to put on the</li> </ul>

	<p>website.</p> <p>Xfinity TV Services Changes.</p> <p>Legal Notice of Conservation Commission with past Hearing on Nov 9, 2022.</p> <p>Letter from the Historic District Commission.</p> <p>Thanksgiving Food Drive by Dr. David D. Gianino.</p> <p>Annual Natural Gas Exercise Unitil, was forwarded to Fire Department and Police Department.</p>
5.4 Next meeting	<p>12/13/22 Special Town Meeting at 7 p.m. and regular meeting on 12/20/22 at 6 p.m.</p>
5.5 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>
VI: EXECUTIVE SESSION:	<p>None</p>
VII. ADJOURNMENT:	<p>Motion was made by Theresa Morse and seconded Chaz Sexton-Diranian to adjourn at 9:52 p.m. Motion was passed with all in favor.</p> <p>Recording of meeting found at: <a href="https://www.youtube.com/watch?v=FfP69z3pAM4&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=10">https://www.youtube.com/watch?v=FfP69z3pAM4&amp;list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&amp;index=10</a></p> <p>Minutes submitted by Sabrina Moore on 03/18/2023.</p>