



OFFICE OF THE BOARD OF SELECTMEN

Chaz Sexton-Diranian, *Chairman*

Veronica Kell, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

RECEIVED
JUN 09 2023

TOWN OF TOWNSEND
TOWN CLERK

Topic: Board of Selectmen

Time: April 18, 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 recorded.

1.4 Chairman's Additions or Deletions.

1.5 Review/Approve the meeting minutes for 03/28/2023, 04/04/2023

II. APPOINTMENTS AND HEARINGS:

2.1 (6:05) Meeting of the Appointing Committee of NVTHS to vote on reappointment of Sheldon Chapman for a three-year term from April 1, 2023, thru March 31, 2026

2.2 (6:30) Joint Meeting with Planning Board re: Street Acceptances (Harbor Trace Rd. And Cooperage Way)

Board of Selectmen meeting called to order at 6:04 p.m. with Chaz Sexton-Diranian and Veronica Kell in person, Theresa Morse was not present.

Pledge of Allegiance recited.

The meeting is being recorded, is live on channel 9 and will be on the Town's YouTube channel afterwards.

Additions: 4.6 Discuss Permitting for Building Department - Laptop and Email

Deletions: 2.1 the Appointing Committee for Nashoba and reschedule to a short meeting before the Town Meeting on 05/02/2023 at 6:30PM. 4.1 moved to May 16th meeting and R. Eric Slagle is to notify the Chair of the Conservation Commission that it was moved.

Meeting Minutes for 03/28/2023 moved to 05/16/23 meeting.

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to approve meeting minutes for 04/04/2023. Motion passed with Veronica Kell and Chaz Sexton-Diranian in favor.

Moved to 05/02/2023 meeting.

Joint Meeting Planning Board BOS.

Everyone asked to sign in the Public Hearing sheet.

Laura Shifrin was present in person, Carol Hoffses, Robert Therrien present in person, Ian Ortiz Santiago present (remote). Meeting called to order at 6:30PM. Roll call vote

1.1 Additions none. Meeting held as posted.

2.1 Joint Meeting with the Board of Selectmen for Street Acceptance. Public Hearing called to order at 6:31PM. All Board members called to order. Laura read the legal notice into record. Attorney Peter CampoBasso was present and spoke, representing Ron Koivu who petitioned to have Harbor Trace Road and Cooperage Way laid out as public ways. The original applicant was Northwoods Realty trust. The subdivision was approved in 2001. No construction in a few years. The proposed deed would come from Westwoods as it was transferred from Northwood Realty Trust to Westwoods. The roadways were built per subdivision regulations, which was approved and the special permit that was issued with the subdivision. Recently the plans were finalized and submitted with the completed application. All the requirements under the subdivision were complied with. Highway addressed minor issues. The roadways were completed and can be turned over to the Town. The mandatory referrals were read into the record.

- 1) Highway – inspect drainage and clean of all debris by the owner.
- 2) Building Department –lengthy referral. The current condition of the road is poor.
- 3) Highway – Memo: Recommendation to adopt roads as a town accepted way.
- 4) Water -: Contingent upon funding of the Water Treatment Plant, if no funding of the Water Treatment Plant no improvement of the road.
- 5) Conservation Commission: No comment.

It is on before the acceptance of the road. Noone remote participated in the public hearing.

Planning Board questions for the applicant: Robert Therrien noted that per Building Department referral pointed out issues that the roadway wasn't completed as approved and corrective work may be necessary.

R. Eric Slagle noted that there was a subsequent meeting between Jim Smith and Eric Chartrand. The Building Department indicated that these are the current standards not the standards 20 years ago, but they appear to be consistent with other roads to be approved at that time/vintage. For the Town to improve the road with the WTP it does have to be a Town way. If the Town does not accept Harbor Trace the WTP is not allowed to continue their project, there to bring it up to acceptable standards for the Highway Department. Stormwater review for Harbor Trace for the Water Department was already looked at. This is compliant with what was expected back in 2000 but not compliant with current regulations.

Peter CampoBasso can address a lot of Building Inspector concerns. There were waivers granted to reconcile a lot of those issues, approved for example sidewalks only on one side. Robert Therrien would like to review what the waivers were and then any other corrective work that would be appropriate. The Board of Selectmen waited for the recommendation from the Planning Board.

Motion was made by Robert Therrien and seconded by Carol Hoffses to recommend with review of documents received the acceptance of Harbor Trace Road and Cooperage Way. Roll Call Vote: Robert Therrien Yes, Ian Ortiz Yes, Laura Shifrin Yes, Carol Hoffses Yes.

Motion was made by Carol Hoffses and seconded by Robert Therrien to close the public hearing at 7:03PM. Roll Call Vote, Robert Therrien Yes, Ian Ortiz Yes, Laura Shifrin Yes, Carol Hoffses Yes.

2.2 of the Planning Board meeting. Clarification of the Roll Call Vote on 22 Main Street.

Laura Shifrin read the statement into record. April 10, 2023 Vote on 22 Main Street Application: this agenda item is to correct during the roll call on the vote to grant the site plan special permit. Robert Therrien stated that his intent was yes, correction made.

Motion was made by Carol Hoffses and seconded by Ian Ortiz to adjourn the Planning Board meeting at 7:05PM. Roll Call Vote, Robert Therrien Yes, Ian Ortiz Yes, Laura Shifrin Yes, Carol Hoffses Yes.

Board of Selectmen opened their hearing on the Harbor Trace Road and Cooperage Way Road acceptance. Chaz Sexton-Diranian read the Legal Notice into record. Chaz Sexton-Diranian noted that a recommendation from the Planning Board was received.

Peter CampoBasso spoke on behalf of Robert Koivu and noted he learned tonight of issues that were raised, the waivers granted can reconcile the Building Inspector questions and be in a much better light as to is there any work remaining. If the work was not done a waiver was granted. Peter CampoBasso has been trying to obtain old regulations to compare to the regulations today. A subdivision regulation today which was not a condition back in 2000 when this was approved.

	<p>Chaz Sexton-Diranian noted to base the comment upon the mandatory referral from the Building Commissioner, convey this information at Town Meeting and let the voters decide. It was agreed upon to have a joint meeting with the applicant, Town Administrator and Eric Chartrand about the waivers and a written report for the Town Meeting.</p> <p>No questions or comments from the General Public.</p> <p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to close the Public Hearing at 7:21PM. Motion was passed with Veronica Kell in favor and Chaz Sexton-Diranian in favor.</p> <p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian that the BOS put forward Cooperage Way and Harbor Trace as a Public Way with the understanding that all the waivers can be confirmed prior to the Town Meeting. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
III. APPOINTMENTS OF OFFICIALS/PERSONNEL :	
3.1 Appoint Jason Borneman as On-Call Firefighter	<p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to appoint Jason Borneman as On-Call Firefighter . Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
3.2 Appoint Dave Funaiole as Full Member of the ZBA for a term to expire June 30, 2024	<p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to Appoint Dave Funaiole as full member of the ZBA for a term to expire June 30, 2024. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>
3.3 Appoint Rebecca Morse as Community Services Coordinator	<p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to appoint Rebecca Morse as Community Services Coordinator with a start date of Monday, April 24, 2023. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor</p>
IV. MEETING BUSINESS:	
4.1 Discuss/Vote on Volunteer Response Form for Conservation Commission	<p>Moved to 05/16/2023 BOS Meeting.</p>
4.2 Review and approve the estimate for MART Park and Ride services.	<p>The routes were submitted to MART and the estimate was sent to the Town from MART.</p> <p>Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to approve the estimate from MART and move forward with the process. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.</p>

4.3 Discuss/Vote on Right of First Refusal for Chpt. 61B parcel 17-2-0

The Transportation Task force was made up of a Selectmen Representative Veronica Kell, Beth Faxon for Planning, Emily McCaffrey as the Community Outreach Coordinator and Council on Aging Representative Karin Moore. All the goals originally set were reached. Rebecca Morse could be in place of Emily McCaffrey and new tasks could be put in place. Chaz Sexton-Diranian put this topic on the 05/16/2023 meeting to discuss with the new Board of Selectmen goals.

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to not exercise the right of first refusal for parcel 17-2-0. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

4.4 Vote on Sale of Bonds in the amount of \$2,140,000 to SWBC Investment Services, LLC

Lower amount as the Town got a premium because of the Town's high rating from Moody's. Money saved for the taxpayers.

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian to approve the sale of bonds in the amount of \$2,140,000 to SWBC Investment Services, LLC. Motion was passed with Veronica Kell and Chaz Sexton-Diranian in favor.

5 Minute Recess at 7:24PM - Reconvened at 7:34PM with 4.5.

4.5 Review of Town Administrator

Theresa's review is not available as not present in meeting. By the Charter there should be a summary written that becomes Public record. Criteria was established last Summer.

- 1) **Financial Health:** VK and CD rated 4. Clear Gov and worked with Finance Committee to produce a workable Budget on the municipal side of the Budget.
- 2) **Contract Negotiations:** VK rated 5 CD rated 4. Clear understanding and work both sides of the story. The tone, format and organization of meeting were well done.
- 3) **Staff development:** VK 4.5 CD 5. Meets expectations, has the personality to understand where everyone is coming from and to hit a middle ground. Staff left and staff new hired. Town Accountant great job in finding a way to staff this position as a workable plan. Land use, Town Clerk, Town Accountant, Treasury. Highway and Cemetery need to still get looped in. MIIA programs available and award received. More department head meetings will be held in the future.
- 4) **Personal and Professional Growth of the Administration:** VK 3.5, CD 3: Attended training.

4.6 Discuss Permit for Building
Department Laptop and Email

V. WORK SESSION:

5.0 ARPA Projects

5.1 Town Administrator Updates and
Reports

5.2 Reports from Board liaisons

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

5.3 Announcements/Communications

Information gets passed on right away. Went to MMA conference, in June on cape conference.

5) **Town Building Infrastructure:** VK 4, CD 2: Didn't have support needed for that, but 3 RFPS were posted, Shared Streets and Spaces work got done. Work on the Mass Trails Grant and Anne Gagnon meeting for Fish and Game. Extras done over and above what they were looking for.

6) **General Comment:** Chaz read into record. Personality is perfect and goes directly to the point in a polite and respectful manner. VK read into record. Will be signed by 2.

Addendum: Wishlist (VK read into record).

R. Eric Slagle will sign the summary.

The permitting software is being tested and the Building Department staff have been training with it. An engineer is scheduled to come to the office. Email addresses with the Town extension was requested. Purchasing new computers and use the existing equipment for the public face. R. Eric Slagle will speak to the Building Department.

No updates.

- 1) The Annual and Special Town Meeting Warrants were both posted on 4/18/2023 and will be posted on the Town website.
- 2) New Community Services Coordinator will start. Will ask her to come to the 5/16/23 meeting.

5.2 Reports from Boards, General Gov, Elected

VK: The Energy Committee sent out things for Rise, the question came up for Solar Canopies for parking lot. R. Eric Slagle will look.

CD: Groundbreaking for the Water Department in July. A flyer will be posted soon. Dave will send out invitations, The Board of Selectmen office and State Representatives will be present. A press invite will be sent out by CD.

Public Safety: None

Theresa Morse stepped in at 8:05PM. Present in person.

Conservation Commission will have a meeting next week about a change to a regulation of the wetlands.

Earth Day: Theresa Morse will bring the canopy and tables.

Theresa Morse will set up and break down. VK 10AM-Noon will pick up CPA flyers, Town Administrator will inform the Board of CPA information and Ross Perry will bring information about Energy Aggregation. CR holder search Squannacook meadows will be continued by VK information

5.4 Next meeting -

5.5 Review and sign payroll and bills payable warrants out of session.

VI: EXECUTIVE SESSION:

6.1 Executive Session pursuant to GL c. 30(a), s. 21(a)(3) To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the Town and the chair so declares (Union Negotiations)

VII. ADJOURNMENT:

given to R. Eric Slagle as well as info from conversation with Mike Jones.

Elections Monday 4/24/23, Town Meeting 5/2/23, BOS Meeting 5/16/23.

Joe Shank thanked VK and honored VK for her time and service.

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 passed with all in favor unanimously.

Motion was made by Veronica Kell and seconded by Chaz Sexton-Diranian at 8:14PM to enter Executive Session and to adjourn in Executive Session:

1. Executive Session pursuant to GL c. 30(a), s. 21(a)(3) To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the Town and the chair so declares (Union Negotiations)

Recording of meeting found

at: <https://www.youtube.com/watch?v=N3-wt30WB3A&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=3>

Minutes submitted by Sabrina Moore on 06/08/2023.

