



OFFICE OF THE SELECTBOARD
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, *Town Administrator*

Sabrina Moore, *Administrative Assistant*

Topic: Selectboard

Time: May 16, 2023 18:00 Eastern Time (US and Canada)

RECEIVED
JUL 12 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 recorded and uploaded to YouTube.

1.4 Chairman's Additions or Deletions.

1.5 Review/Approve the meeting minutes for: 04/11/2023.

Board of Selectmen meeting called to order at 6:00 p.m. with Chaz Sexton-Diranian, Joseph Z. Shank and Theresa Morse present in person.

Pledge of Allegiance recited.

Chaz Sexton-Diranian announced that the meeting is being recorded, is live on channel 9 and will be on the Town's YouTube channel afterwards.

Additions: 4.4.1 Volunteer Response Form for Appointment of James Deroian to the Conservation Commission
Deletions: None

1.5 Motion was made by Theresa Morse and seconded Joseph Shank to approve the meeting minutes of 04/11/2023 meeting. Motion was passed with all in favor unanimously.

II. APPOINTMENTS AND HEARINGS:

2.1 (6:30) Joint Meeting with Planning Board to discuss Appointment of Michael Virostko as associate member of the Planning Board with a term to expire June 2024

Planning Board meeting called to order at 6:31PM by Laura Shifrin. Planning Board Roll Call Vote with Robert Therrien and Carol Hoffses present in person and Laura Shifrin present remotely. Motion was made by Laurie Shifrin and seconded by Robert Therrien to appoint Michael Virostko as associate Planning Board member by majority vote of the Planning Board and Board of Selectmen to fill a vacancy with an extended term July 1, 2023 through June 30, 2024. Board of Selectmen: Motion was passed with Theresa Morse yes, Joe Shank yes and Chaz Sexton-Diranian yes. Planning Board: Motion was passed via Roll Call Vote with Robert Therrien yes, Carol Hoffses yes, Laura Shifrin yes.

Discussion: There were only 3 more meetings left for the Planning Board this Fiscal Year with a term running out in June 2023 that is why also an extended term was wanted in separate motion for Michael Virostko to be able to participate as an associate member.

Motion was made by Chaz Sexton-Diranian to appoint Michael Virostko as associate Planning Board member on this date through June 30, 2023 and seconded by Theresa Morse. Board of Selectmen: Motion was passed with Theresa Morse yes, Joe Shank yes and Chaz Sexton-Diranian yes. Planning Board: Motion was passed via Roll Call Vote with Robert Therrien yes, Carol Hoffses yes, Laura Shifrin yes.

Motion was made by Robert Therrien and seconded by Carol Hoffses to adjourn the joint meeting with the Board of Selectmen. Planning Board: Motion was passed via Roll Call Vote with Robert Therrien yes, Carol Hoffses yes, Laura Shifrin yes.

Motion was made by Theresa Morse and seconded by Joseph Shank to approve meeting minutes of ... Motion was passed with all in favor unanimously.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL

3.1 Appoint Trevor Desjardins as an On Call Firefighter to the Townsend Fire-EMS Department.

Motion was made by Theresa Morse and seconded by Joseph Shank to appoint Trevor Desjardins as an On Call Firefighter to the Townsend Fire/EMS Department. Motion was passed with all in favor unanimously.

3.2 Appoint Alisa Struthers, Clare Kauppi, Ken Diranian as full members and Alice Struthers as alternate member of the Townsend Historic District Commission for a 3-year term ending June 30, 2026.

Motion was made by Theresa Morse and seconded by Joseph Shank to appoint Alisa Struthers, Clare Kauppi and Ken Diranian as full members and Alice Struthers as alternate member of the Townsend Historic District Commission for a 3-year term ending June 30, 2026. Motion was passed with all in favor unanimously.

3.3 Appoint Jerri Bozicas as a full member of the Townsend Historic District Commission for a 3-year term ending June 30, 2026.

Motion was made by Theresa Morse and seconded by Joseph Shank to appoint Jerri Bozicas as a full member of the Townsend Historic District Commission for a 3-year term ending June 30, 2026. Motion was passed with all in favor unanimously.

3.4 Appoint Lorraine Farmer to the Memorial Hall Gallery Committee for a term to expire on June 30, 2025

Motion was made by Theresa Morse and seconded by Joseph Shank to appoint Lorraine Farmer to the Memorial Hall Gallery Committee for a term to expire on June 30, 2025. Motion was passed with all in favor unanimously.

IV. MEETING BUSINESS:

4.1 Discuss/Assign Selectboard Liaison Assignments

Theresa Morse asked to be considered for Public Safety. Chaz Sexton-Diranian gave a lot of thought to it, and he thought after talks with the Chiefs the best fit was Joseph Shank, especially as a retired firefighter. Joseph Shank is aware of what was done and has been working with the Police and Fire Departments for the last 45 years. Chaz would like to keep the liaison assignments as proposed. Theresa Morse declined the proposed liaison assignments and asked for adjustments. Theresa Morse would like Finance, Conservation and MBTA moved from her liaison assignments. Joseph Shank agreed to take Conservation and Chaz Sexton-Diranian agreed to take Finance and MBTA.

4.2 Discuss/Assign Transportation Subcommittee

The plan to obtain an additional Bus for Senior Center was completed and public transit to Town investigated. There is an agreement with MART in place and the Town Administrator met with the MART marketing team in preparation of the July 1 roll out for a free MART shuttle from Town Hall to the Intermodal Transportation Center in Fitchburg twice in the morning and twice in the afternoon 7 days a week. R. Eric Slagle pointed out that the goals are complete, and Emily McCaffrey and Veronica Kell are no longer with the Town.

The Board Chair Chaz Sexton-Diranian would like new assignments for the Transportation Subcommittee, for example investigating why grant proposal for Proctor Road was not successful and to have a study done in the future and on a TIPS report, further goals are to be determined. The new Community Services Coordinator Rebecca Morse could be replacing Emily McCaffrey on the Committee and Chaz Sexton-Diranian will be replacing Veronica Kell.

4.3 Set Selectboard goals for FY2024

Thanked the Board for their goal submission. Chaz shared IT goals for FY24 in 3 phases:

1. IT equipment and RFP for running cables.
2. Library as part of CWMARS
3. Upgrades and improve WIFI connectivity in Memorial Hall and Selectmen Chambers in Town Hall will be upgraded IT

TCAM will be moving downstairs so the Selectmen's office gets some more space. Chaz Sexton-Diranian asked to keep going with the project fulfillment of current projects. For FY24 Chaz Sexton-Diranian would like to add a Work Session just for projects, and discuss copy of the Housing Production Plan and Master Plan. The Board agreed.

4.4 Discuss/Vote on Volunteer Response Form for Conservation Commission

James LeCuyer Volunteer Response Form Discussion: Volunteer Response Forms are good for one year. This one was received by the Town Clerk on June 30, 2022. The Board voted on the re-appointment and not on the Volunteer Response Form. The Volunteer Response Form has not been acted on since and was not resubmitted. This particular Volunteer Response Form was submitted after an agenda was made, it was brought to the Chair's attention last month and rescinded as it was taken back, then taken off the agenda before the Town Meeting. It was very confusing. James LeCuyer was not reappointed in June of 2022 by the Board of Selectmen, after the vote, James LeCuyer submitted the Volunteer Response Form, which was not acted on, as there were no Vacancies on the Conservation Commission. There was disharmony between two members of the Conservation Commission back in June 2022, now that person is no longer on the Board. There are now two vacancies, which were posted for two positions on the Conservation Commission. The Conservation Commission has been working very well since and disharmony is not wanted.

Motion was made by Theresa Morse and seconded by Chaz Sexton-Diranian to appoint James LeCuyer by to the Conservation Commission for a two-year term ending June 30, 2025. Motion was not passed with Joe Shank no, Chaz no, Theresa abstained.

Motion was made by Theresa Morse and seconded by Joe Shank to appoint James Deroian for a two-year term ending June 30, 2025.

4.5 Zoning Board of Appeals Mandatory Referral – 22 Main Street

The Board commented: The Selectboard trusts the ZBA to decide on this matter as they see fit. The Selectboard does ask to condition the setback variance with conditioning the decision with a request to also have all outstanding judgments/fines/fees to the town paid in full before the decision is final. We thank you for your continued service to the town.

4.6 Discuss/Vote on the Transfers of Land from Townsend Conservation Land Trust, Inc. to the Town

Attorney Lyons representing the Townsend Conservation Land Trust spoke. As part of the merging process 4 properties that the Trust owns will be transferred to the Town of Townsend. The Town approved this during the 2022 Annual Town Meeting. This is to finish the started process. The Trust has already signed over the deed to the Town, but the Board of Selectmen still needed to approve it.

Motion was made by Theresa Morse and seconded by Joseph Shank to approve and accept as a gift- the deed from the Town Conservation Land Trust for four parcels of land as approved and authorized by Annual Town Meeting held on May 3, 2022 Warrant Article 21. Motion was passed with all in favor unanimously. Will be recorded electronically, was notarized by R. Eric Slagle in the meeting.

4.7 Discuss setting future dates for BOS meetings for the remainder of 2023.

Two changes to proposed list are July 11 and 25, and Nov 14 and 28 were changed. Aug 15 Theresa Morse will be on vacation but remotely attend the meeting. Joe Shank will be on vacation some of the times but remotely participate.

4.8 Discuss enforcement of Public Lighting bylaw with Building Commissioner

Mike Brown was present in the Selectmen Chambers. Eric Chartrand spoke remotely about the public lighting and the thus far steps taken on the enforcement like letters sent out. Eric Chartrand mentioned that the bylaw does not save energy, but Mike Brown asked to have the lights pointed down. It was unclear that the Board of Selectmen was the enforcing agent per Town code. The Board of Selectmen would need to decide to issue fines to all the Businesses about the lighting if so wanted. The Zoning Bylaw was for private property lighting and was strict forward and clear. The General Bylaw of Public Lighting pertained to publicly owned buildings (School, Town, State) and public parking places, Fire and Police were exempt for temporary lighting under the Zoning Bylaw. Enforcement language in the General Bylaw for Enforcement of Public Lighting did not pass in the Town Meeting. For grandfathered in provision if lighting was there before the bylaw, the Town has little to no power. The bylaw was on the books for 25 years and was never enforced if

	<p>applications came forward for lighting and were brought to the attention of the Building Commissioner. Joe Shank showed pictures from Google Earth of the Town of Townsend at 10PM 05/15/2023 with a lot of light. Mike Brown mentioned that a lot of businesses abide by this bylaw. Mike Brown stated with the previous Building Commissioner the bylaw was consistently implemented and so enforced by informing with permits requiring outdoor lighting, the Building Commissioners policy was to inform the people of the requirements with updated material. Mike Brown further suggested to have all lighting covered by the Zoning Bylaw. The Board of Selectmen Chair didn't agree with entertaining a bylaw change currently. Theresa Morse's suggestion was to strengthen the General Bylaw. Joseph Shanks suggestion was to change the General Bylaw. Chaz Sexton-Diranian's suggestion was to have the Building Commissioner going forward make any applicant coming in with construction plans to update, renovate, or build new aware of the outdoor lighting bylaw with a handout. Questions and concerns should be going to the Zoning Board (writes and updates bylaws) and Planning Board. The general bylaw is purview of the Board of Selectmen. R. Eric Slagle will bring a draft to the next meeting 6/6/23 in a work session.</p>
4.9 Review/Vote on Town Insurance Proposal	<p>Two proposals came in from Mr. Faro and Mr. Haman. Mr. Faro's proposal came in about 40K more than Mr. Haman's proposal, making the current carrier more competitive. Jason Faro was present remotely.</p> <p>Motion was made by Theresa Morse and seconded by Joe Shank to accept the insurance proposal from Bruce Haman. Motion was passed with all in favor unanimously.</p>
4.10 Ratify Fire Union consolidated contract	<p>It was made clear that this was not a new contract.</p> <p>Motion was made by Theresa Morse and seconded by Joe Shank to approve the Fire Union consolidated contract. Motion was passed with all in favor unanimously.</p>
V. WORK SESSION:	
5.0 ARPA Projects	None discussed
5.0.1 Bandstand Restoration needs	Grants for Bandstand: The hope was to be ready for Memorial Day. The backup plan was to use a stage next to the bandstand.
5.0.2 RFP for Municipal Building Assessment	<p>The RFP didn't go out yet, but the document was placed on the SharePoint and at the end was the list of the buildings. They were ranked by priority, in case not all can be afforded the most important ones are first in rank, before RFP gets sent out. Joseph Shank will sit down with Eric Slagle to look at ranking and make a list of priorities, then Eric will show the list to the Board members for okay.</p>
5.03 Review/Discuss All ARPA Projects	ARPA Project conversation was planned for an Executive Session in the future.
5.1 Town Administrator Updates and Reports	<p>Proposed contract for MARCUM in SharePoint. Melanson got bought out by Marcum, the contract is still the same. The Town hired an Assistant Town Accountant for 30hrs a week in the accounting office 4 days a week and Marcum will train the person to become a Town Accountant on staff. Katie Kazanjian is doing great in her training. The new contract is half the cost of the accounting services last year and funding the salary of the assistant town accountant of the estimated costs. During that time, she will learn the ropes and home grown to stay is the goal.</p> <p>Motion was made by Theresa Morse and seconded by Joe Shank that the Board authorize Eric Slagle to sign the Marcum contract dated 4.4.2023 for FY24. Motion was passed with all in favor unanimously.</p>
5.2 Reports from Board liaisons	Theresa Morse: None
5.2.1 General Government	Chaz Sexton-Diranian: Water Department was cancelled. Finalizing things with the Water Treatment Plant. ZBA openings for Zoning Board possibly coming up, fill out a Volunteer Form
5.2.2 Elected Boards	Joseph Shank: None
5.2.3 Public Safety	

5.3 Announcements/Communications

- Fire Fighters from Townsend to the NE Firefighter Challenge in Virginia Beach. Sam Briguglio 4th place, Andrew Shepherd 2nd place and Gary Shepherd 3rd place.
- Women's Veteran interested women's appreciation veterans day dinner and sale out in the harbor out on the cul de sac. Please contact Theresa Morse if interested.
- Women's Veterans Network has free swag available. Weekend event on a horse farm. Please contact Theresa Morse if interested.
- May is mental health month.
- Townsend Zoning Board May 31 2023 , 2 Main Street Handicapped Parking Public Hearing if interested.

5.4 Next meeting - June 6, 2023

Next meeting will be Tuesday, June 6, 2023 at 6 p.m

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

Motion was made by Theresa Morse and seconded by Joseph Shank to review and sign payroll and bills payable warrants out of session. Motion passed with all in favor unanimously.

VI: EXECUTIVE SESSION:

6.1 Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares.

Motion was made by Theresa Morse and seconded by Joseph Shank to enter Executive Session at 8:09 p.m. and to adjourn in Executive Session:

1. 6.1 Executive Session pursuant to GL c. 30(a), s. 21(a)(2) To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares

Recording of meeting found

at: https://www.youtube.com/watch?v=5u5KyX6c_A4&list=PLQpCwUSpXcCa-inxdzK0jQMgEx3wCFBbE&index=4&t=1412s

VII. ADJOURNMENT:

Minutes submitted by Sabrina Moore on 07/11/2023.

