



OFFICE OF THE SELECTBOARD
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

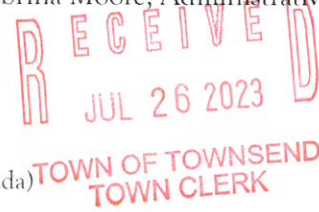
Theresa A. Morse, *Clerk*

R. Eric Slagle, *Town Administrator*

Sabrina Moore, *Administrative Assistant*

Topic: Selectboard

Time: June 20, 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 and uploaded to YouTube.

1.4 Chairman's Additions or Deletions.

1.5 Review/Approve the meeting minutes for 05/16/2023, 06/08/2023.

1.6 Update on the Charter Process by John Page

Board of Selectmen meeting called to order at 6:02 p.m. with Chaz Sexton-Diranian, Joseph Z. Shank and Theresa A. Morse 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: 1.6 Update on the Charter Process. 3.20 Conservation Commission Appointments, John 4.21 Appointment for Open Space and Rec

Deletions: None

Review/Approve the meeting minutes for 05/16/2023, 06/08/2023 moved to 07/11/2023 meeting.

John Page The Charter which was approved at the Town Meeting was scheduled to be heard before the Joint House and Senate Committee on Municipalities and Regional Government in Boston. Representative Scarsdale was present virtually. John Page believed that the Charter would be presented to the House and Senate and will be approved before the end of this legislative session. John Page asked for Committees to look at restoring valuable parcels and houses in Townsend while considering ADA compliance.

II. APPOINTMENTS AND HEARINGS:

None

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Amendment: Appoint Colin Rose to the Recycling Committee for a three-year term to expire June 30, 2026.

Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to appoint Colin Rose to the Recycling Committee for a three-year term to expire June 30, 2026. Discussion: The correct request form needed to be submitted with Board vote to follow procedure.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to table the appointment of Colin Rose until the next Board of Selectmen meeting. Motion was passed with all in favor.

3.2 Amendment: Appoint Judith Pourdier to the Council on Aging until June 30, 2024, to complete a term vacancy.

Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to appoint Judith Pourdier to the Council on Aging until June 30, 2024, to complete a term vacancy. Motion was passed with all in favor.

3.3 Re-appoint Don Massucco as Tree Warden for a three-year term to expire June 30, 2026.

Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse re-appoint Don Massucco as Tree Warden for a three-year term to expire June 30, 2026. Motion was passed with all in favor.

3.4 Appoint Jessica Consolvo to the position of Land Use Coordinator effective July 3, 2023.

Motion was made by Joseph Shank and seconded by Theresa Morse to appoint Jessica Consolvo to the position of Land Use Coordinator effective July 3, 2023. Discussion: Position was posted for a while; the original considered person declined the offer; Jessica Consolvo first declined the position when internally offered and then reconsidered.

3.5 Appoint Summer Recreation Counselors to the Townsend Recreation Department for the Summer Rec 2023 Program	Emy Hoff was present. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Summer Recreation Counselors as read into record. Motion was passed with all in favor unanimously.
3.6 Re-appoint Veronica Kell to the Open Space and Recreation Committee	Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to re-appoint Veronica Kell to the Open Space and Recreation Committee. Motion was passed with all in favor unanimously.
3.7 Re-appoint Mary Jane O'Hara to the Board of Registrars for a three-year term to expire March 31, 2026.	Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to re-appoint Mary Jane O'Hara to the Board of Registrars for a three-year term to expire March 31, 2026. Motion was passed with all in favor unanimously.
3.8 Re-appoint Don Massucco to Tree Warden for a three-year term to expire on June 30, 2026.	Duplicate
3.9 Re-appoint Laura Shifrin as the Planning Board Representative of the Town Properties Committee for a term to expire 03/31/2024.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Laura Shifrin as the Planning Board Representative of the Town Properties Committee for a term to expire 03/31/2024. Motion was passed with all in favor unanimously.
3.10 Re-appoint Julie Byars as a General Member of the Town Properties Committee for a term to expire 03/31/2024.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Julie Byars as a General Member of the Town Properties Committee for a term to expire 03/31/2024. Motion was passed with all in favor unanimously.
3.11 Re-Appoint Kevin Smith as a Conservation Commission Representative of the Town Properties Committee for a term to expire 03/31/2024.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Kevin Smith as a Conservation Commission Representative of the Town Properties Committee for a term to expire 03/31/2024. Motion was passed with all in favor unanimously.
3.12 Re-appoint Donald Hayes as a Finance Committee Representative of the Town Properties Committee for a term to expire June 30, 2024.	Motion was made by Theresa Morse and seconded by Joseph Z. Shank to re-appoint Donald Hayes as a Finance Committee Representative of the Town Properties Committee for a term to expire 03/31/2024. Motion was passed with all in favor unanimously.
3.13 Re-appoint Vicki Tidman as the Board of Assessors Representative of the Town Properties Committee for a term to expire June 30, 2024.	Motion was made by Theresa Morse and seconded by Joseph Z. Shank to re-appoint Vicki Tidman as the Board of Assessors Representative of the Town Properties Committee for a term to expire 03/31/2024. Motion was passed with all in favor unanimously.
3.14 Re-appoint James P. Sartell as the Chief of Police, Keeper of the Lock-Up, Agent for the Licensing Authority from 7/1/2023-6/30/2024.	Motion was made by Theresa Morse and seconded by Joseph Z. Shank to re-appoint James P. Sartell as the Chief of Police, Keeper of the Lock-Up, Agent for the Licensing Authority from 7/1/2023-6/30/2024. Motion was passed with all in favor unanimously.
3.15 Re-appoint the following full-time Police Officers from 7/1/2023-6/30/2024:	Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse re-appoint full-time Police Officers from 7/1/2023-6/30/2024 as listed in the agenda. Motion was passed with all in favor unanimously.
3.16 Re-appoint Austin Cote as the Townsend Police Department Reserve Officer from 7/1/2023-6/30/2024.	Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to re-appoint Austin Cote as the Townsend Police Department Reserve Officer from 7/1/2023-6/30/2024. Motion was made with all in favor unanimously.
3.17 Appoint the following Police Officers as the Agents for the Licensing Authority from 7/1/2023-6/30/2024:	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint the following Police Officers as the Agents for the Licensing Authority from 7/1/2023-6/30/2024 Christopher Peach (Lieutenant), George Reidy (Sergeant),

	David Phillips (Sergeant), Jeffrey Giles (Sergeant). Motion was passed with all in favor unanimously.
3.18 Re-appoint Mary Letourneau as the Animal Control Officer from 7/1/2023-6/30/2024.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Mary Letourneau as the Animal Control Officer from 7/1/2023-6/30/2024. Motion was passed with all in favor unanimously.
3.19 Re-appoint Kathleen Spofford as the Parking Clerk from 7/1/2023-6/30/2024.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Kathleen Spofford as the Parking Clerk from 7/1/2023-6/30/2024. Motion was passed with all in favor unanimously.
3.20 Conservation Commission Appointments	<p>Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Kevin Smith to the Conservation Commission with a term to expire 6/30/2026. Motion was passed with all in favor unanimously.</p> <p>Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Anne LeCuyer to Conservation Commission for a term to expire 06/30/2026. Discussion: The Board showed concern with appointing Anne LeCuyer to the Commission because she was aware that someone was violating the wetlands and stated in a public meeting that she watched the violating party filling in the wetlands for 2-years. Chaz Sexton-Diranian voted no, Joseph Z. Shank voted no, Theresa A. Morse voted no. Motion was not passed.</p>
3.21 Re-appoint James Gates to the Open Space and Recreation Commission	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint James Gates to the Open Space and Recreation Commission. Motion was passed with all in favor unanimously.
IV. MEETING BUSINESS:	None to discuss.
4.1 Review/Approve Collective Bargaining Agreements	
4.2 Discuss FEMA Flood Insurance Rate Maps	FEMA will be issuing amended flood maps. This is a federal mapping. This is to let the Public know that the information has changed. Anyone can talk to the Conservation Department about moving in and out of the FEMA area. If you believe the information on your property is incorrect, there will be steps that can be taken with FEMA. A copy of this letter will go on the website with a link to the maps.
4.3 Review/Approve ARPA Reallocation Form re: Cleaner for COA/Library	Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to re-allocate \$15,000.00 from ARPA Other COVID Related Expenses for the cleaner for COA/Library (Custodian). Discussion: This will pay for all FY24, then a discussion will be held to see if the costs will be rolled into the General Fund budget or allocate more ARPA funds to do it. Motion was passed by all in favor unanimously.
4.4 Review/Approve Job Description for COA/Library Cleaner	Motion was made by Theresa Morse and seconded by Joseph Shank to approve the job description of the part-time COA/Library Custodian. Motion was passed by all in favor unanimously.
4.5 Review/Approve Job Description for Housing and Grant Administrator	Motion was made by Joseph Shank and seconded by Theresa Morse to post the job description of the Housing and Grant Administrator as seen. Discussion: This was funded by leftover money from housing and grant administration. The job description has not been approved yet by the Housing Authority, but they know what would be included in the job description from discussions with R. Eric Slagle. If any radical changes after posting are wanted by the Housing Authority it can be brought back to the Board.
V. WORK SESSION:	
5.0 ARPA Projects	None. Thank you to Katie Kazanjian for the reports provided.

5.1 Town Administrator Updates and Reports

- MART Marketing Flyer for the bus route starting on July 5, 2023 the Town will be having a free of charge shuttle bus, fully funded by the Town for the first year, leaving from the Recreation Center going down to Fitchburg Intermodal. It was posted on the website and circulated on all Town webpages. A permanent parking station is also planned. Thank you to Veronica Kell. R. Eric Slagle will check for flyers MART can provide.
- Mass Trails Grant received to work on the interconnection of a rail trail extension along Route 119 and work on the ADA portion of the intersection.
- Municipal Fiber Grant received for interconnection of the fiberoptic lines of multiple Town buildings to Town Hall and emergency planning in the future. Thanks to Chaz Sexton-Diranian and everyone that worked on it.
- The Board okayed the July 3, 2023 Town Hall closure.
- Energy Committee Green Communities Grant Submission is coming up for energy sufficient upgrades for Municipal Buildings. Karen Chapman at MRPC is submitting the grant for the Town. The application needs to be submitted by June 23, 2023.
- Motion was made by Joseph Z. Shank and seconded by Theresa A. Morse to allow R. Eric Slagle to sign for the grant for the Energy Committee. Motion was passed with all in favor unanimously.

Theresa A. Morse:

- **Energy Committee:** Submission of Grant.

Chaz Sexton-Diranian:

- **Water Department:** Motor Vehicle Accident that shook a Utility Pole with a Water Main Break on Main Street. Thank you to Water Department to get this fixed as quickly as possible.
- **Planning Board:** Last meeting was not attended, no agenda received.
- **Cemetery and Parks:** The Gazebo is almost finished thank you to everyone involved and stairs at Recreation Center were fixed and a new flagpole was put up.

Joseph Z. Shank:

- **Public Safety:** Meeting are held first Monday of each month. No report yet.
- Bandstand has a portable stage now and a custom trailer.

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

- New bus schedule, free of charge as voted on in Town meeting. Town carries the cost the first year.
- Military Band: Gazebo is almost done. Lawn party sponsored by Christ Church Townsend on June 22, 2023.
- Catherine Trasher of the Board of Registrars passed away on May 29, 2023. The Board gave their regards to the family.
- Decision ZBA 22 Main St.
- Conservation Chapter 150 Wetland Regulation changes. Posted on the Conservation Commission webpage.
- Public Forum Open Space and Recreation – 2023 Draft update – Thursday, 06/22/23 at 6PM
- Town Counsel hours moved to 6/27/23 1pm-4pm.

5.4 Next meeting - Tuesday, July 11, 2023 at 6p.m.

Possible extra meeting for finalized collective bargaining agreement will be held, date is to be determined. Tuesday, July 11, 2023 at 6p.m.

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

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

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to enter Executive Session and to adjourn from Executive Session:

1. Executive Session pursuant to GL c. 30A, s. 21(a)(3), to discuss strategy with respect to collective Bargaining or litigation if an open meeting may have a

detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Motion was passed by all in favor unanimously.

Recording of meeting found

at: <https://www.youtube.com/watch?v=yc8ntdKB7as&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=3>

Minutes submitted by Sabrina Moore on 07/25/2023.