



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: July 11, 2023 18:00 Eastern Time {US and Canada} **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 May 16, 2023.

Board of Selectmen meeting called to order at 6:00 p.m. with Chaz Sexton-Diranian, Joseph Z. Shank and Theresa A. 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: None.

Deletions: VI Executive Session.

Motion was made by Theresa A. Morse and seconded Joseph Z. Shank to approve meeting minutes of 05/16/2023 with the change to be made in 4.8 from it was made clear and replace it with unclear. Short Discussion about 4.1 Assignment of Liaisons and Bylaws, the Board agreed to keep the wording in the minutes. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

II. APPOINTMENTS AND HEARINGS:

- 2.1 (6:30) Discussion of 3-phase power and private partnership possibilities with KW Government Service.

Informational Meeting with Government Services at KW Commercial. Stuart Kirshner and Duncan Chapman were present in person and handed out hard copies of the presentation and the slides were put up on Zoom. The discussion was about the general work of KW Government Service about possible solar and 3-phase power at the landfill. The solar project development process was explained. It was noted that the Town of Townsend would have to follow the 30B process for the State of MA. KW would figure out which sites would be best before putting it out to bid on RFP. Fees would be put into the project and be paid by the selected developer. There would be a rental value/revenue to the Town from the developer on an annual basis. Once the developer is selected, they work with Unitil to submit for interconnection application. The microgrid idea was further explained. The 3-phase connection funding remained an issue. KW hoped that there would be some State funding available for a connection of the solar at the landfill through a 3-phase extension to Route 119. Townsend theoretically qualified as a rural area. Exploration of a 3-phase extension would potentially give an opportunity to further growth commercially and industrially. To achieve this, the Town would need to work with the Federal Government to get a 3-phase extension. The Town Administrator R. Eric Slagle noted that with partnership there would be assistance with applying for this infrastructure.

- 2.2 (7:00) Discussion about Squannacook Meadows Motorized Vehicles and Signs.

James Gates was present in person. Jessica Consolvo was present remotely. Complaints were received about dirt bikes coming into the area from the backside along the river and one instance coming down the driveway. It was said that the signage could not be seen or was not visible. TAYSA was not responsible for anything beyond the soccer fields, but James Gates mentioned he will be a Stuart for

adding more signs. The current signage read "Ecologically sensitive area. Property of the Town of Townsend. No motorized vehicles allowed. Police take notice. Violators will be prosecuted. These signs were all over the perimeter of the parking lot and not where the vehicles were entering. The Highway Department was willing to provide signposts and a quote for 10 new signs with fewer words on it, would be \$207.00. Chaz Sexton-Diranian would like the Highway Department and Cemetery & Parks Department to help James Gates put up 20 signs. The Board advised Jessica Consolvo to put together the signage with new wording and order them after a revised quote will be made and talked over with Eric Slagle before ordering. R. Eric Slagle will find a way to absorb it in the budget.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Appoint Matthew Matos as Conservation Agent effective July 3, 2023.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Matthew Matos as Conservation Agent effective July 3, 2023. Matthew moved up into the position. New drug screen was not required as it was a promotion. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

3.2 Re-Appointment Kimberly King to the Meeting Hall Gallery Committee for a term to expire 06/30/2026.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Kimberly King as a member of the Meeting Hall Gallery Committee for a term to expire 06/30/2026. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

3.3 Appoint Robert McManus as per diem Van Driver for the Townsend Senior Center effective July 3, 2023.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Robert McManus as per diem Van Driver for the Townsend Senior Center effective July 3, 2023. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

3.4 Review/Approve Disclosures of Townsend Historic District Commission members.

These disclosures are for members who are members of the Historic District Commission who are also part of the Historic Society. The Historic Society buildings at least in part fall within the Historic District Commission jurisdiction. It was required to file a disclosure, as there is a plan for re-development of the Harbor Church and other buildings in the future. It is possible that the rule of necessity may apply here, as there are multiple members affected. It was further explained that 2 members have now checked with the Ethics Commission, and they have suggested to file the disclosure to be able to vote on both matters. There are other members that have not filed this yet. The Town administrator suggested for these members who have not filed a disclosure yet, to seek out a determination from the Ethics Commission, file a disclosure, or recuse themselves and not sit on it. Chaz Sexton-Diranian read the request for written determination based on relevant facts into record for Jerrilyn T. Bozicas and noted the one for Maryjane Churchville. R. Eric Slagle explained the Rule of Necessity and that even if a member is conflicted if the Board or Committee cannot act without this member acting, they may invoke the Rule of Necessity to participate in a discussion the member otherwise may recuse themselves from. Whoever is running the meeting can make the request if the member can act impartially, it does require for the individual to state that.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the written disclosure of relevant facts concerning a financial interest for appointed Municipal employees under Paragraph 19(b)(1) received for Maryjane Churchill and Jerrilyn Bozicas. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

IV. MEETING BUSINESS:

4.1 Discuss/Review Bylaw Committee.

Moved to the 7/25/23 meeting.

4.2 Surplus Request IT Equipment Town Hall.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve Surplus Request IT Equipment Town Hall as dated 06/23/23. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
4.3 Surplus Request IT Equipment Library.	Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve Surplus Request IT Equipment Library as dated 06/28/23. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
4.4 Mandatory Referral 96 Fitchburg Road.	The Board agreed to refer to the Planning Board.
4.5 Mandatory Comment letter - Open Space and Recreation Plan Update Draft 2023.	The Board was in support and agreed to have Chaz Sexton-Diranian draft the letter and send it to R. Eric Slagle to distribute it to the Board of Selectmen members for review.
4.6 Discuss/Review Maintenance garage and TEMA equipment.	Discussions were had between Facilities Department, Joseph Z. Shank and R. Eric Slagle about better utilization of the garage space. TEMA equipment was moved to the Fire Department and made room for storage of Facilities Truck, outdoor Facilities equipment, possible Facilities work area, Senior Vans, and Town Vehicle.
	Discussion about Facilities Department office moving to the Highway Department since the Facilities and Highway Assistant will work with both Departments. R. Eric Slagle will have talks with Jim Smith and Rob Beauchamp to that effect before the next meeting on 7/25/23. Future plans for the garage were discussed. Facilities maintenance shop in garage or Facilities maintenance shop moving to the old Water Department building. The old water building, once the Water Department moves to the new building, must go through Town Properties. Move in date of November 2024 for the new Water Treatment Plant. Once the canopies will be installed at the Senior Center the vans could possibly be parked there.
4.7 Discuss/Review Town Vehicle.	The Town vehicle was supposed to be used by employees of the Town Hall for business trips, conferences and site visits. The challenge was that the vehicle did not get used as expected. There was one usage since August 2022. The battery life was not great of the hybrid and the Town is paying insurance on it. Either the Town will figure out a better usage or dispose of it and turn it into some value for the Town. The Board directed R. Eric Slagle to investigate the disposal of the Town vehicle.
4.8 Review/Approve Municipal Relief Transfers.	The Municipal Relief Transfers in paper form were handed out in meeting. These were already approved by the Finance Committee.
	<ol style="list-style-type: none"> 1. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$650.00 to the Town Clerk wages Operational Staff from Town Clerk Professional Services. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes. 2. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$5000.00 to Police Expenses - Vehicular supplies (gas) from Facilities Energy. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes. 3. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$5000.00 to Police Wages/Training from Facilities Energy. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

4. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$40,000.00 to Fire Communications from Wages Per Diem. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
5. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$42,000.00 to the MIS Professional Services from Veterans – Other Services. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
6. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$20,000.00 to MIS Professional Services from Fire – Wages Per Diem. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
7. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$15,000.00 to MIS Professional services from Unemployment Compensation. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
8. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$1,403.24 to Injured on Duty Claims from TEMA Travel Mileage. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
9. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$7,000.00 to Highway Snow & Ice Equip. Rental from Land Use Wages LUC. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.
10. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the request for transfer of appropriation of \$45,000.00 Fire Energy from Wages Per Diem. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

4.9 Review/Approve Collective Bargaining Agreement(s.)

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the requests for transfer of appropriation of \$3,000.00 to the BOS - Other Charges from BOS Wages – Wage Settlement. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

Collective Bargaining Agreement: Police Union was handed out in meeting. R. Eric Slagle explained the changes to the Union agreement page by page and the Board reviewed it. The first negotiation happened in April 2022. Negotiating for 15 months.

- Article 22 was changed to offer a voluntary wellness incentive.
- Article 26 removed confusing shift change language.
- Article 12 Holidays added Juneteenth.
- Article 13 Salary Schedule Received a 4% increase.
- Article 13-03 Stipend Increase for additional duties for the following Fiscal Year.
- Article 13-13 eligible for special assignments hourly increase, next page is the grid.
- Article 14 Overtime.
- Article 14-02 Overtime list will be refreshed.
- Article 14-03 Some language was deleted that had to do with seniority.
- Article 14-04 Language from MOU incorporated.
- Article 14-06 Sick leave will be considered hours worked.

- Article 20-01 + Article 21 deleted confusing language.
- Article 22-05 Retired officers have to be post certified to be able to do detail work.
- Article 22-01 Removed scale language. The annual cost was agreed upon for training rounds.
- Article 29-02 The Police Career Incentive Pay Program, also known as the Quinn Bill.
- Article 22-03 was not a change. But if a detective has to testify in court, they get an additional \$800.00 for court attire.

The Union agreed to all of the changes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to have the Town Administrator sign the votes for the Police Union contract. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

Water and Highway Union Negotiations were still outstanding. Split into subgroups Water and Highway. One-year salary agreement between the Water part of the Union. Language was still worked on, there was a wage increase for FY20 proposed of 5% that included the step. Water is an Enterprise account and functionally different than the other Unions.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to accept to have the Town Administrator sign an MOA for the Water portion. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

4.10 Review/Approve Townsend Police Department Policies and Procedures.

Taken out of order at 6:11PM. Police Chief James P Sartell was present in person and presented a completely new policy, written straightforward, clear and concise. Theresa A. Morse questioned II D in the policy. James P. Sartell explained that the devices mentioned were not personally owned electronic devices attached to the network. It was further mentioned that if there were Town employees involved in any issues who were not hired by the Police Department, the protocol would be for the Police Chief to address that with the Town Administrator on how to handle the situation as he is the point of contact for this.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the Townsend Police Department Policies and Procedures Policy No. 4.30 effective date 7/12/23. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

V. WORK SESSION: 5.0 ARPA Projects - Building Evaluation

Moved to the July 25, 2023 meeting.

5.1 Town Administrator Updates and Reports

- Bandstand is now functional and usable for the Band Concerts. Very grateful for the \$10,000.00 funds but need \$1,000.00 more for the electrical changes that were necessary. R. Eric Slagle is looking in the budget for this.
- The Board of Selectmen agreed for the Board, Town Administrator and Administrative Assistant to cook at one of the Band Concert on Thursday, July 27, 2023 as a charity for the Kids Kountry Playground. R. Eric Slagle will set it up with Roger Rapoza to get the equipment going.
- Monthly reports of Department Heads to the Town Administrator. R. Eric Slagle will bring it up in the next Department Head meeting.

5.2 Reports from Board liaisons

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

5.3 Announcements

5.4 Next meeting

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

VI: EXECUTIVE SESSION:

VII. ADJOURNMENT:

- Congratulations from Margaret Scarsdale for the Municipal Fiber Grant.

Theresa A. Morse: Green Communities request was sent out. The Energy Committee wanted feedback from the Board. A copy of it will be brought to the next meeting.

Chaz Sexton-Diranian: Water Groundbreaking was held and was well attended. Genuine interest from Senator Cronin, Scarsdale's office, and Trahan's office. Thank you to the Water Department. Update on Building Commissioner vacancy: Roland Bernier may be interested in covering this job and his job as the Building Commissioner in Groton, MA as a part-time job if no one else is interested.

Joseph Z. Shank: James Sartell is happy with his department. Almost fully staffed. One officer is still in training. Chief Shepherd's staff is happy with him and he is in the building all the time.

- Shirley Coit 80 Birthday
- Lawn Party Sponsors
- Legal Notice 66 Bayberry Hill Road
- Legal Notice 96 Fitchburg Rd
- Legal Notice 158 Main St
- Resignation Bernadette Oinonen Council on Aging
- Resignation Alisa Struthers from Townsend Historic District Commission
- Resignation Laura Shifrin from Townsend Housing Authority
- ZBA member vacancy
- Telephone Cutover this week on July 14 2023 in TownHall, possibly problems with the telephone at that time
- Memorandum acknowledgement of police officers completing the mandated training. Ofc. George Reidy Ofc. Mark Francis Ofc. David Phillips Ofc. Jeffrey Giles, Ofc. Michael Marchand Ofc. Christopher Low Ofc. Eric Modica, Ofc. Christopher Tucker Ofc. Dylan Silvestri Ofc. Matthew Faria Ofc. Peter Eldredge Ofc. Dylan Denis
Officer Rafael Huertas is currently at the academy and as such is not entitled to "certification" pay.

Next meeting will be Tuesday, July 25, 2023 at 6 p.m

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to review and sign payroll and bills payable warrants out of session. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

Deleted

Motion was made by Theresa Morse and seconded Joseph Z. Shank to adjourn at 8:50 p.m. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shanks yes and Theresa A. Morse yes.

Recording of meeting

found: https://www.youtube.com/watch?v=lr3BcLfsW_Q&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=6&t=4464s

Minutes submitted by Sabrina Moore on 09/19/2023