



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 25, 2023 18:00 Eastern Time (US and Canada)

RECEIVED  
SEP 28 2023

TOWN OF TOWNSEND  
TOWN CLERK

**I. PRELIMINARIES:**

1.1 Call the meeting to order and roll call.

Board of Selectmen meeting called to order at 6:02 p.m. with Chaz Sexton-Diranian present in person and Joseph Z. Shank present in person, Theresa A. Morse not present.

1.2 Pledge of Allegiance.

Pledge of Allegiance recited.

1.3 Announce the meeting is being recorded and uploaded to YouTube.

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.

1.4 Chairman's Additions or Deletions.

Additions: None  
Deletions: None

1.5 Review/Approve the meeting minutes for 06/08/2023, 06/20/2023.

Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to approve the meeting minutes for 06/08/2023. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

Motion was made by Joseph Z. Shank and seconded Chaz Sexton-Diranian to approve the meeting minutes for 06/20/2023. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

1.6 Correction.

A correction was made and read into record. In the Board of Selectmen meeting of July 11, 2023 and on YouTube video at 2hrs 49min 55 seconds it was incorrectly announced that Alice Struthers resigned from the Historic District Commission. The proper resigning party was Alisa Struthers.

**II. APPOINTMENTS AND HEARINGS:**

2.1 (6:05) Joint Meeting with Townsend Housing Authority to appoint Courtney Borelli for a term until Annual Election April 22, 2024, and to appoint John Moran for a term for a term until Annual Election April 22, 2024.

Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to appoint Courtney Borelli for a term until Annual Election April 22, 2024 to the Townsend Housing Authority, and to appoint John Moran for a term until Annual Election April 22, 2024 to the Townsend Housing Authority. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

**III. APPOINTMENTS OF OFFICIALS/PERSONNEL:**

3.1 Appoint John Page to the Zoning Board of Appeals as a full member for a term to expire June 30, 2028.

Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to appoint John Page to the Zoning Board of Appeals as a full member for a term to expire June 30, 2028. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

Theresa A. Morse joined the meeting remotely at 6:11PM.

3.2 Appoint Kenneth Winchester as Truck Driver/Laborer to the Highway Department effective July 25, 2023.

Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to appoint Kenneth Winchester as Truck Driver/Laborer to the Highway Department effective July 25, 2023. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes, Theresa A. Morse yes.

3.3 Appoint Danielle Mountain as Administrative Assistant Highway Department effective July 25, 2023.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Danielle Mountain as Administrative Assistant Highway Department effective July 25, 2023. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes, Theresa A. Morse yes.

3.4 Appoint Colin Rose to the Recycling Committee for a term to expire June 30, 2026.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Colin Rose to the Recycling Committee for a term to expire June 30, 2026. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes, Theresa A. Morse yes.

#### IV. MEETING BUSINESS:

4.1 Discuss/Review Transportation Committee.

Quick discussion as to whom should be on the Transportation Committee and possible projects. Chaz Sexton-Diranian will reach out to the individuals.

4.2 Townsend DWP-22-26 Financing Agreement Package.

Quick explanation as to why the additional monies need to be borrowed. Theresa A. Morse authorized to use her stamp.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to proceed to authorize the loan in the amount specified \$20,492.500.

Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes, Theresa A. Morse

4.3 Discuss 3-Phase Power/Solar Proposal.

Quick discussion as to 3-Phase Power/Solar Proposal. Concerns were uttered as to a different location mentioned than the landfill. The Board agreed for R. Eric Slagle to engage the Energy Committee for discussion and move forward with engaging KW as the Town's agent and work with them. R. Eric Slagle will present a contract to the Board once completed.

#### V. WORK SESSION:

5.0 ARPA Projects.

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Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to rectify a previous vote of \$10,000.00 Gazebo project, the \$15,000.00 Part-Time Custodian project and the \$40,000.00 for Municipal building evaluation project to come out of ARPA 15 rather than ARPA 18. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes, Theresa A. Morse yes.

5.1 Town Administrator Updates and Reports.

- Received first draft of the new Revize- Town website. Webmaster would like feedback from departments and later public feedback. Board okayed that.
- Solect Energy Development, LLC proposed a Special Town Meeting in September paid for by the company to authorize the Solar Canopy leases. The Board okayed a Special Town Meeting in September.
- R. Eric Slagle asked the Board to move the Board of Selectmen meeting dates of August 15th to August 22<sup>nd</sup>, due to vacation. The Board okayed August meetings to be on August 1, 2023 and August 22, 2023.
- Request from the Water Department to create a temporary part-time office accountant position in the Water Department. To aid in accounting related to the Water Treatment Plant. A brief job description was provided.
- Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to approve the temporary office accountant for the Water Department to assist through the plant construction. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes, Theresa A. Morse yes.
- 5K Extension of the Consultant contract with Ross Perry for Municipal Aggregation was requested.
- Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to extend Ross Perrys contract for FY24 by 5K. Motion was passed with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes, Theresa A. Morse yes.
- Request to use the Great Hall August 3 from 6PM-10PM from Historical Society for an estimated 30 people for strategic planning for various

building projects. The Board okayed use of the Great Hall. Chaz Sexton-Diranian authorized to notify TCAM.

- Feedback of the Shuttle bus from Town Hall down to the Intermodal Center in Fitchburg was given. No ridership so far. Ideas were shared to promote this through MARS and through the community to get the information out and to contact the university in Fitchburg to promote transportation as well as possible Recreation Department use of the line for the children, Fitchburg event planner, Promotion of commuter rail Mars. R. Eric Slagle will reach out. Rec Kids promote to use the line.

Theresa A. Morse: None

Chaz Sexton-Diranian:

Updates as to Recreation Department front steps and count of Summer Recreation children. Recreation Department Conservations about the hiring process for the Recreation Department. Concerns were uttered in regard to the CORI requirements and drug testing requirements. CORI and drug testing can be good for a year. R. Eric Slagle will talk with HR Callie Huff to allow a window where this is still valid. The ceiling tiles in the Recreation Department required some attention as well as the flooring. R. Eric Slagle will mention it to the Facilities Department. A new printer was requested by the Recreation Department, R. Eric Slagle will talk with Emy Hoff. Updates as to IT were mentioned. Various updates were shared about various departments and Boards and Committees. Chaz Sexton-Diranian will arrange a meeting with the new Land Use Coordinator. Townsend Historic District reorganized. They asked to have someone promote the CPA and asked to help them with funds and notify them when something is up for sale. Historic District Commission does have a vacancy.

Joseph Z. Shank:

Fire Department received a new truck, equipment was well needed. They were thankful for the support. The Building Department were still looking for the online permitting kiosk. R. Eric Slagle will check with them. All Departments were working well together.

- Karin Canfield Moore will be retiring on Halloween. Letter read into record by Chaz Sexton-Diranian. The Board thanked her for her great service to the Town. R. Eric Slagle will post the position tomorrow.
- Legal Notice for Conservation Commission public hearing July 26, 2023 at 8PM Notice of Intent/56 Bayberry Hill Rd.

Next meeting will be Tuesday, August 1, 2023 at 6 p.m

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

Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to enter at 7:18 p.m. Executive Session and to adjourn in 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 with roll call vote Joseph Z. Shank yes, Chaz Sexton-Diranian yes.

Recording of meeting found

at: <https://www.youtube.com/watch?v=zH1D76GiBHE&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=5>

Minutes submitted by Sabrina Moore on 09/19/2023.

## 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

## 5.4 Next meeting

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

## VI: EXECUTIVE SESSION:

## VII. ADJOURNMENT:

