



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: September 05, 2023 18:00 Eastern Time (US and Canada)

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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 07/11/2023, 07/25/2023.

1.6 Comment of the Chair.

Board of Selectmen meeting called to order at 6:01 p.m. with Chaz Sexton-Diranian, Joseph Z. Shank, 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: None

Deletions: 3.2 and Meeting Minutes 7/11/2023+7/25/2023

Correction was noted in 4.2 340 Main Street was corrected to 540 Main Street.

Deleted.

Chairman Chaz Sexton-Diranian on behalf of the Board of Selectmen followed up with a comment on the occurrences of the Board of Health meeting on 08/09/2023 and the unbecoming behavior of a Town Official. The Board of Selectmen mutually agreed on next steps:

1. A letter will be sent to the individual involved stating that the Board of Selectmen did not condone the behavior and that it was unbecoming of the Board of Health and giving the recommendation to sanction and ask the individual to step down.
2. A letter will be sent to the individual stating that the Board of Selectmen did not condone making the work environment a hostile work environment for a town employee.

II. APPOINTMENTS AND HEARINGS:

2.1 (6:05) Joint Meeting with Recreation Commission to appoint Matthew Evans as a member of the Recreation Commission until Annual Election on 04/22/2024.

2.2 (6:30) Joint Meeting with Finance Committee, Audit Committee and Roselli & Clark to review the management letter and audit.

Rachel Palmer, Recreation Commissioner called the meeting to order at 06:10 p.m with a quorum of 2. Motion was made by Rachel Palmer and seconded by Elizabeth Sears to appoint Matthew Evans as a member of the Recreation Commission until Annual Election on 04/22/2024. Motion was passed with Rachel Palmer yes, Elizabeth Sears yes, Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. Rachel Palmer adjourned the Recreation Commission meeting at 06:12 p.m.

Roll call Finance Committee: Josh Leavitt was present in person and Don Hayes and Sam Grant, A. Wood, M Hussey online have a quorum. Don Hayes opened the Finance Committee meeting at 6:29 p.m. Roll call: Andrea Wood was present remotely, Mark Hussey was present remotely, Joseph Leavitt was present in person, Sam Grant was present remotely, Don Hayes was present remotely. The Audit Committee meeting was opened by Don Hayes at 6:30 p.m. Roll Call: Don Hayes was present remotely and Theresa A. Morse was present in person, David Chenelle was not present, but was excused.

Tony Roselli and Robert Briand were present. Tony Roselli screenshared the management letter and walked through the findings of the audit step by step and explained them.

Motion to adjourn for the Audit Committee was made by Theresa A. Morse at 7:22 p.m and seconded by Don Hayes. Roll call vote Theresa A Morse yes, Don Hayes yes. Motion to adjourn for the Finance Committee was made by Sam Grant at 7:23 p.m. and seconded by Josh Leavitt. Roll call vote Sam Grant yes, Mark Hussey yes, Josh Leavitt yes, Andrea Wood yes. Jerrilynn Bozicas joined remotely at 7:34 p.m., Jerrilynn Bozicas yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Michael Brown to the Bylaw Committee for a term to expire 06/30/2024. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Deleted.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Elise Johnson as the Director of the Council on Aging effective 09/05/2023 with a start date 11/01/2023. **Motion was passed with** Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to appoint Theresa Walsh as Temporary Office Accountant to the Water Department effective 09/05/2023 with start date 09/05/2023. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to re-appoint Don Hayes to the Audit Committee effective 09/05/2023 for a term to expire 12/23. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes. Don Hayes was present remotely and commented this appointment was to sync up with the other member terms.

The proposed warrant articles for the Special Town Meeting were handed out by the Town Administrator R. Eric Slagle as hardcopies to the Board members. The articles were presented pending review and revision of Town Counsel. R. Eric Slagle advised that the order of the articles may change, and the language of the articles was based on language from Town Counsel.

Key points of the proposed article for authorization to petition the General Court for special legislation, to change the Board of Health from an elected board to a board appointed by the Board of Selectmen were stated by the Town Administrator R. Eric Slagle. Short Discussion as to why this proposal was necessary on the warrant if the proposed language was strong enough and if the Board of Selectmen policies and procedures should be referenced in the article as well as another possible article for quorum reduction. It was decided against the quorum reduction article at this time. The Board agreed to add an article offering the alternate method that allows the statutory change from elected to appointed Board of Health by having a Town meeting vote and then a ballot question. R. Eric Slagle further proposed adding a line to allow an

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Appoint Michael Brown to the Bylaw Committee for a term to expire 06/30/2024.

3.2 Appoint Zachary Forest to the Highway Department

3.3 Appoint Elise Johnson as the Director of the Council on Aging effective 09/05/2023 with start date 11/01/2023.

3.4 Appoint Theresa Walsh as Temporary Office Accountant to the Water Department effective 09/05/2023 with start date 09/05/2023.

3.5 Re-appoint Don Hayes to the Audit Committee effective 09/05/2023 for a term to expire 12/23.

IV. MEETING BUSINESS:

4.1 Open and Close Special Town Meeting warrant.

alternative posting location determined by the Board of Selectmen if one of the usual locations, including the Harbor Church will not be available. An article for placing of the solar canopies was also proposed as well as articles for authorization of various property sales. Comment from the Public were taken.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to open and close the Special Town Meeting Warrant with 8 articles as discussed subject to be reviewed by Town Counsel. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

4.2 Discuss 540 Main Street property.

The idea was discussed to sell the 540 Main Street property, on which the current Water Department is located and use the money as seed money to fund the retirement health plan. The idea was brought to Town Properties. Town Properties made a vote and turned over the property to the Board of Selectmen. The Board of Selectmen won't be able to act on it until the Water Department moves out into the new building, estimated in Fall 2025. The Board agreed to get the process started and put it on the Special Town meeting to get the authorization.

4.3 Discuss Proposed Council on Aging (COA) Restructuring.

Karin Canfield Moore COA Director and Elise Johnson Assistant COA Director as well as Greg Smith COA Assistant Program Coordinator were present in person. A power point presentation of the Council on Aging initial personnel transition plan was screenshared including a proposed Fiscal Year 2024 staffing transition plan. Transition costs were briefly questioned, and it was explained that the ARPA funds were previously approved to be reallocated and through the 5-year plan the costs will be absorbed. Theresa A. Morse requested from Karin Canfield Moore numbers of people versus in town and out of town to be forwarded out of the meeting.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to go forward with the plans outline. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

V. WORK SESSION:

5.0 ARPA Projects

5.1 Town Administrator Updates and Reports

None

1. RFP for Building Evaluation will be posted in the Central Register.
2. A/C in Selectmen Chambers and Building Department A/C upgrade needed. Quotes will be finalized, and the proposal brought to the Board for review.
3. The Board received an update on the Charter process.
4. Congresswoman Lori Trahan and State Representative Margaret Scarsdale were in Town Hall for a meeting on 09/05/2023 to talk about ARPA allocation of the town and Community Services Coordinator Rebecca Morse and her position.
5. Use of the Town Garage for Facilities was discussed. Discussion as to why the Town Garage being used as a Facilities office instead of having maintenance work performed in it only. R. Eric Slagle advised that he had a conversation with the Facilities Superintendent to have his desk and laptop with a phone out there. It was meant to be a plug in place not a permanent storage for it.

Motion was made by Joseph Z. Shank and seconded by Theresa A Morse to have the main office of the Facilities Department in the Highway Department. Discussion as to security and liability issues with office being in the garage and

primary office needed to be at the Highway Department as interface with his assistant. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

5.2 Reports from Board liaisons

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

Various items were mentioned:

Help with grant applications for the Energy Committee and creation of GIS maps for the Historic District Commission wanted. R. Eric Slagle will reach out to Karen Chapman. Capital Planning meetings will restart. Re-appointments for Capital Planning will be in next agenda. MIS wiring and equipment will be needed and checked for Building Department, Fire Department (wires) and Meeting Room 2. Townsend color guard will be opening the Red Sox game on the 8th game. Fire Department inquired about ARPA money for possible paramedic education. The Board agreed to add an ARPA work session to the first meeting in October.

5.3 Announcements/Communications

- Womens wellness for women veterans at 10 a.m. on Saturday 9/9/23.
- Military appreciation free for anyone with a military ID on 09/15/23.
- Clearpath free COVID and shingle vaccines on 11 a.m. – 2 p.m, 09/21/23 at Fort Devens.

5.4 Next meeting - Tuesday, September 19, 2023.

Next meeting will be Tuesday, September 19, 2023 at 6 p.m.

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

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. Shank yes, Theresa A. Morse yes.

VI: EXECUTIVE SESSION:

None

VII. ADJOURNMENT:

Motion was made by Theresa A. Morse and seconded Joseph Z. Shank to adjourn at 9:03 p.m. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Recording of meeting found

at: <https://www.youtube.com/watch?v=zSVkjJefD70&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=1>

Minutes submitted by Sabrina Moore on 11/14/2023.