



OFFICE OF THE SELECTBOARD
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

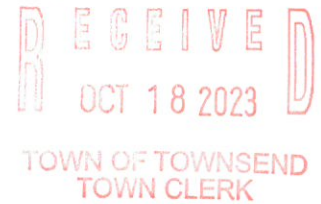
Theresa A. Morse, *Clerk*

R. Eric Slagle, *Town Administrator*

Sabrina Moore, *Administrative Assistant*

Topic: Selectboard

Time: August 22, 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.

1.41 Addition: General Comment from the Chair

1.5 Update on Charter.

Board of Selectmen meeting called to order at 6:00p.m. with Chaz Sexton-Diranian present in person, Joseph Z. Shank present in person, 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: 1.4.1 General Comment from the Chair

Deletions: None

The Chair commented on the next steps the Board of Selectmen will take after the Board Health meeting of August 9, 2023 and arising issues from that meeting.

John Page was present in person and reported on the status of the approval of the Town Charter and asked to keep this in mind when the Bylaw Review Committee will be created.

II. APPOINTMENTS AND HEARINGS:

2.1 (6:05) One-Day Special License for JK Management Unlimited LLC for an event at Evans on the Common on 09/16/2023, 11AM-4PM.

2.2 (6:45) Review/Approve Common Victualler License Change for formerly known Yum to go dba Bouillon Bistro to Bouillon Bistro LLC, sole owner Sue Poulin.

2.3 (7:15) One-Day Special License for Artisan Chef Catering LLC for an event on 08/26/2023.

Kelsey Lindsey from JK Management was present remotely. The Board requested a map and outline of where the alcohol will be served, which shows that the alcohol will be in a contained area. Motion was made by Theresa A. Morse and seconded by Joseph Z Shank to approve One-Day Special License for JK Management Unlimited LLC for an event at Evans on the Common on 09/16/2023, 11AM-4PM contingent upon receipt of the serving area map. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes

Motion was made by Theresa Morse and seconded by Joseph Z Shank to approve the Common Victualler License change for formerly known Yum to go dba Bouillon Bistro to Bouillon Bistro LLC, sole owner Sue Poulin. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Courtney Coyte from Artisan Chef Catering LLC was present in person. Alison Kerrigan was not present. The event will be held in the client's backyard in two 20x20 tents in a fenced backyard. The bar will be located outdoors in the tent area. Guests will be carded. Service is no more than 5 hours; this event is 3 hours. Restrooms are located in the house. There is a 4-drink maximum. The Board agreed to add to the license condition that alcohol consumption will be limited to the tented area, in the fenced backyard.

Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to approve the One-Day Special License for Artisan Chef Catering LLC for an event on 08/26/2023 between the hours of 1PM and 4PM. with the condition that alcohol consumption is contained within the tented area in the fenced

2.4 (7:20) Discuss amendment of WTP Trust document.

2.5 (7:45) Discuss Community Energy Aggregation Plan/Timeline.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL:

3.1 Appoint Aaron Gill as On-Call Firefighter to the Fire Department effective 08/22/23 to 06/30/2024.

3.2 Appoint Christopher Regan as Per Diem Firefighter/EMT - Advanced effective 08/22/23 to 06/30/2024.

3.3 Appoint Charles Schultz as Building Commissioner/Zoning Enforcement Officer/ADA Coordinator to the Building Department effective 08/22/2023 with start date 09/05/2023.

3.4 Appoint Allison Weissensee as Housing and Grant Administrator to the Land Use Department effective 08/22/2023 with start date 09/05/2023.

3.5 Appoint Michael Donahue as Heavy Equipment Operator to the Highway Department effective 08/22/2023 with start date 08/28/2023.

3.6 Re-Appoint Nancy French to the Townsend Cultural Council effective 08/22/2023 for a term to expire 06/30/2026.

3.7 Re-Appoint Frances Levi to the Townsend Cultural Council effective 08/22/2023 for a term to expire 06/30/2026.

backyard of the premises. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Todd Melanson, Water Commissioner was present in person. Town Counsel Adam Costa was present remotely. Short discussion as to language and understanding of the amendment of the Water Treatment Plant Trust document. The Board directed Town Counsel to raise questions with their attorneys and Town Counsel will report back to the Town Administrator.

Ross Perry was present in person. Ross Perry briefly spoke about next steps of the Community Energy Aggregation (CEA) process.. The Board agreed to schedule a Public Hearing on Oct 3, 2023 with a 30-Day Public Comment Period.

Motion was made by Theresa A Morse and seconded by Joseph Z. Shank to appoint R. Eric Slagle as the designee for the Community Energy Aggregation 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 Aaron Gill as an On-Call Firefighter to the Fire Department effective 08/22/23 to 06/30/2024. 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 Christopher Regan as Per Diem Firefighter/EMT - Advanced effective 08/22/23 to 06/30/2024. 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 Charles Schultz as Building Commissioner/Zoning Enforcement Officer/ADA Coordinator to the Building Department effective 08/22/2023 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 appoint Allison Weissensee as Housing and Grant Administrator to the Land Use Department effective 08/22/2023 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 appoint Michael Donahue as Heavy Equipment Operator to the Highway Department effective 08/22/2023 with start date 08/28/2023. 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 Nancy French to the Townsend Cultural Council effective 08/22/2023 for a term to expire 06/30/2026. 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 Frances Levi to the Townsend Cultural Council effective 08/22/2023 for a term to expire 06/30/2026. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

<p>IV. MEETING BUSINESS:</p> <p>4.1 Creation of Bylaw Review Committee.</p>	<p>Motion was made by Theresa A. Morse and seconded by Joseph Z Shank to create a Bylaw Committee consisting of members of Beth Faxon, Veronica Kell, Alice Struthers, Greg Smith, Bill Cadogan, Natalie Call, Robert Therrien, Maureen Galevi and R. Eric Slagle. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
<p>4.2 Review and Approve vote for Special Town Meeting/Solar canopies.</p>	<p>Motion was made by Joseph Z Shank and seconded by Theresa A. Morse to have a Special Town Meeting on September 26, 2023 and to open and close the warrant on September 05, 2023. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
<p>4.3 Review proposal for 97 Main Street auction.</p>	<p>Motion was made by Theresa A. Morse and seconded by Joseph Z Shank to choose Sullivan & Sullivan as the auctioneer for 97 Main Street and authorize R. Eric Slagle to sign on behalf of the Town to administer the proposal. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
<p>4.4 Discuss lawn mowing at the fire stations.</p>	<p>Discussion as to condition of municipal buildings and lawn areas and who is responsible for upkeep and maintenance. Roger Rapoza, Cemetery and Parks Superintendent was present remotely. R. Eric Slagle read letter into record to Cemetery and Parks from 2022 outlining responsibilities for the Cemetery and Parks Department. The Board agreed to review and update the Facilities job description to make the responsibilities clear for the Facilities Department.</p>
<p>4.5 Discuss Townsend Recreation equipment loss.</p>	<p>Taken out of order. Emy Hoff was present in person. Short Discussion about issues with Summer Recreation Program Storage and replacement of damaged supplies for the Recreation Department.</p>
<p>4.6 Discuss and Review Meeting Decorum and Order Policy, Board/Committee Handbook and Elected/Appointed Officials Policy.</p>	<p>Motion was made by Theresa A. Morse and seconded by Joseph Z Shank that the Meeting Decorum is added to the Board/Committee handbook. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
<p>4.7 Mandatory Referral Planning Board RE: 66 Bayberry Hill Rd.</p>	<p>The Board commented: The Selectboard respects the work the Planning Board does and to proceed in the best interest of the town.</p>
<p>4.8 Surplus request TPX phones.</p>	<p>Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to surplus town owned TPX Phones for an approx. value of 10-25 dollars per phone. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
<p>4.9 Surplus request Lexmark Printer.</p>	<p>Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to surplus the Lexmark printer of the Land Use Department. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
<p>V. WORK SESSION:</p> <p>5.0 ARPA Projects</p>	<p>Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank approve the project for the \$40,000.00 Town Buildings Assessment ARPA Project. Motion was passed with all in favor. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>
<p>5.1 Town Administrator Updates and Reports</p>	<p>The Town Vehicle was serviced and is in good shape. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to put the Town hybrid car out to bid to the highest bidder. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.</p>

Veterans' office went out to the Federal Government for a Veteran service van. The vehicle can only be parked at a federal facility, which is the post office. A request was made to the town to have the van parked in the back of the Town Hall parking lot.

Motion was made by Joseph Z. Shank and seconded by Chaz Sexton-Diranian to allow the DAV van to be parked on town property. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse recused herself.

MART made a request to change travel times to sync up better with train departure and arrival times and cut out travel time on Sundays.

Request received from Highway Department to use Chapter 90 funds to reclaim and resurface Laurel Woods Drive. Motion was made by Theresa A. Morse and seconded by Joseph Z. Shank to authorize the Highway Department to expend \$363,683.95 of Chapter 90 funds. 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

Theresa A. Morse: none

Chaz Sexton-Diranian reported about updates of the Recreation Department, MIS, Town Properties, Water Department, Cemetery and Parks Department, Land Use Department, Kids Kountry Playground Committee, Historic District Commission, Planning Board, MART, and Finance Committee.

Joseph Z. Shank reported about Conservation Department, Building Department, Police Department, Fire Department (read email from 8/22/23 of the Fire Chief Gary Shepherd into record). The Board will discuss this further after the building assessments are back and a discussion will then be had as to who is responsible for the building maintenance and a 3-5 year plan.

5.3 Announcements/Communications

Read out and talked about announcements on SharePoint.

- Hidden Battles, Healing Garden, - Heroes Live Forever Memorial Road Race, Promotion of Scarecrow Festival, 2 Vacancies on Conservation Commission, Resignation Everett B. Olsen III from Townsend Fire/EMS Department, Resignation of Matt Matos Conservation Agent

5.4 Next meeting - September 05, 2023 at 6 p.m.

Meeting possible on 08/29/2023 at 6 p.m in response to the Board of Health issue. Next meeting will be Tuesday, September 05, 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

Laura Shifrin was present remotely and noted that for Town Properties Kevin Smith offered to fill the Conservation seat and they were waiting to hear back on Conservation on it. The Planning Board was full.

VII. ADJOURNMENT:

Motion was made by Theresa A. Morse and seconded Joseph Z. Shank to adjourn at 8:59 p.m. Motion was passed with Chaz Sexton-Diranian yes, Joseph Z. Shank yes, Theresa A. Morse yes.

Recording of meeting

found: <https://www.youtube.com/watch?v=wQbiTAUbWXg&list=PLQpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=6>

Minutes submitted by Sabrina Moore on 10/17/23