

## Minutes: Selectmen's Meeting – Tuesday, December 28, 2010

Present: Kevin W. Welch, Chairman, Kenneth J. Leva, Clerk and Walter F. Alterisio, Procurement Officer and Member

Meeting was called to order at 7:00PM with all members present. Road Commissioner Mike Martin approached the board to express concerns over costs for engineering for McGovern wall project. He indicated agreement was for complete set – got money from changes \$6K, holding \$12K but now looking for even more. Selectman Alterisio agreed that was his concern as well that is going above. How does this fall, does it fall that he still owes us a complete set, how is it handled, going to come with a number – how's it going to get paid. Chairman Welch advised that we agreed to pay him for a complete set of state-approved drawings. Selectman Alterisio suggested that we need to separate the drawings and a number of things that are going on – should incorporate all state requirements. Chairman Welch stated the following were issues the state had: T-wall vs. gravity wall – state kicked out. Chairman Welch indicated all he's got to do now is to combine the two – owes us that. Selectman Alterisio noted argument is that the meetings with NMCOG and state weren't included in the proposal.

Mike noted he couldn't believe that people were turning around the outcome of the special meeting around and suggesting that nothing was said as reported. Everyone agreed the Historical Commission was way off on what happened and needs to happen. Mike advised we still owe Town Engineer for the drawings – indicating that Jeff might have billed the Selectmen but was supposed to go through BORC – maybe sent to Selectmen as Terri was out with jury duty. Chairman Welch indicated this is the reason he didn't want him doing it in the 1<sup>st</sup> place, as he wanted to reserve his expertise to settle technical disputes which he can't since he drew the plans.

Frank O'Connell provided info on town website and computers. Top page reflects – technology budget. He'll confirm number with secretary tomorrow. Website project which has been developed and supported by Kathy Icenogle for a number of years – Kathy's out of gas right now. Looked at a number of website options – total budget for website & e-mail was stated as \$4600 for 3 year.

2<sup>nd</sup> page is for Virtual Town Hall – providing total solution, design new site, migrate materials from one site to the other and provide training. Selectman Alterisio asked how basically it works – Frank referred to 4<sup>th</sup> page which describes steps involved with getting the website up and running. Contact will be maintained by town hall personnel basically

## **Minutes: Selectmen's Meeting – Tuesday, December 28, 2010**

as it's done now – the difference between existing website and new one is whole framework, security of the site, availability, backup, etc. will be maintained by Virtual Town Hall; it's a turn key solution and by far the most effective. They've done this about 150 times now – 131 Massachusetts towns has boilerplate framework – has standard questions asks everyone, and then plugs it in. As he maintain site, everyone has access to it – as the vendor adds in features, all personnel will have access. On the proposal is a list of features that will be provided. Frank explained that Millard Rose, President of Virtual Town Hall previously worked with Vadar, this was one of the services offered by Vadar, before he took it over and spun into this new service.

Frank continued to explain the particulars: \$3595 spread over the course of 3 years, annual maintenance, upkeep, etc. is \$2400 per year. It's in a cobalt facility elsewhere – has many towns who are serviced by them. Frank thought he'd sent links to the websites. Need someone authorized to sign the contract, and then once get word to Virtual Town Hall that we're moving forward – will begin the ball rolling. If you have any preferences as to who will be on the team – bring them forward; Frank suggested it should probably be individuals available at Town Hall. Frank won't be on the team but will be available – this website will also encompass Library, Fire Department and Police Department – if have anyone there, want to keep group to a minimum – if have too many voices will complicate the process. Police & Fire, Selectmen's Secretary or someone from upstairs offices & maybe someone from lower offices: Public Safety, Library and Town Hall offices. Frank advised that further into the process – there's a core team of people who will see it through but every department will be interviewed as to their needs. Selectman Alterisio suggested one from each floor to coordinate that group. Frank advised once we kick it off it will be 12 weeks until new website transition is completed.

Frank next addressed the computer replacements for town hall referencing page 1 top item: overdue at this time – budgeted 10 computers but won't need to replace all a couple will be newer once already in service. Expense of somewhere around \$8700 – certainly won't exceed. He noted priorities 1, 2 & 3 all under website and e-mail. Highest priority was website & e-mail. E-mail's been fixed.

He further reported support services are separate. Since budget was approved, looking at the computer replacements. Support services – what kind of oversight would there be – wouldn't want without oversight so that charges could get out of hand. Frank advised that

## **Minutes: Selectmen's Meeting – Tuesday, December 28, 2010**

presently Town Hall employees don't have access to anyone other than Frank or board secretary. Frank takes care of everything he can, and if it outside his capability. Board approved moving forward, noting it will satisfy concerns expressed – volunteerism is great. Frank advised the computers as so old right now, they break down more often and require a lot more service than can accommodate. He advised that he tries to take care of as much as he can.

January 18<sup>th</sup> @2PM for initial session with Diane Byrnes re: ground rules, etc. for contract negotiations. Secretary will confirm time & date with union negotiator. Selectman Alterisio in general terms, are we just addressing simple items, should we have Marc Terry here. Chairman Welch indicated best is to call Marc in when we need him – listen to what union is requesting, review list of demands and move forward with negotiations. One of the tactics unions are using these days is to work with a one year agreement – Chairman Welch isn't interested in that approach – doesn't want to waste time addressing thru into August and then be back again in January again. The board reviewed the contract negotiations of the past, and how best to proceed with this renewal. Selectman Alterisio noted that one of the hang-ups was our inability to meet a number of items proposed because of requirements under MGL.

Chairman Welch noted two warrants to sign this evening. Common victualler's license for Dunstable General was signed. Reminder will be sent out to the other two licensees that on December 31<sup>st</sup> their existing common victualler's license expires and must be renewed. Selectman Leva drew attention to invoice from Engineering Solutions – is anyone following this?

Chairman Welch addressed recent charge by Town Engineer for \$142.00 for completing the ethics requirement for the state. Board asked to hold that bill aside until can discuss with Jeff Rider.

Chairman Welch addressed the commentary in Lowell Sun relative to this year's gift wish for Dunstable Selectmen – used video cameras that could permit broadcast of their meetings. The board discussed the problems encountered with the broadcasts and history of attempts at remedies.

Chairman Welch referenced bridge inspection report received today from MA DOT and indicated the state has in their website for 2015 for a total rebuild but Selectman Alterisio noted that it hasn't been included in the Transportation projects wish-list. Selectman Leva

**Minutes: Selectmen's Meeting – Tuesday, December 28, 2010**

indicated it's on the MA DOT website that they've approved \$1.5M for the project but Selectman Alterisio indicated that NMCOG hasn't seen it – will research with NMCOG.

Chairman Welch advised he'd asked town counsel to fill position as mediator on the skydiving issue – and has heard nothing back. If there's no objection, he'd like to research service that may be available. Selectman Alterisio would be interested to know under what authority and what liability the town has. Selectman Alterisio reported on some of the concerns expressed by the Pelletiers in the past.

Meeting adjourned at 8:00PM after appropriate motion and vote.

Respectfully submitted,

Danice N. Palumbo,  
Board Secretary