

Minutes: Selectmen's Meeting: Monday, August 20, 2012

Present: Chairman Kenneth J. Leva, Walter F. Alterisio, Clerk and Daniel F. Devlin Procurement Officer and Member

The Meeting was called to order at 7:15PM with all members present. Not much on tonight's agenda, review some of the things working on – primarily Town Administrator position – looked over job descriptions from other towns – next step to formalize job description. Selectman Alterisio noted at last meeting had some discussion and Bill Ahern offered to take a stab at a mission statement – intent is to at least give a foundation to a meeting of elected officials and committee members to meet and put together a collective job description. Bill referred to the document he then distributed to the Board members – his 1st draft of mission statement. He indicated it answers questions as to why a town administrator – how delivered and milestones. 2nd page is background of what's happened so far – Bill read from 2nd page of the document ([copied here](#)) reflecting Governance Committee activities, etc.

He noted it summarized that Town Administrator would really act as the facilitator for the Board of Selectmen, and implement all recommendations from the DOR report. Lot to be done right away – then move forward to eventually include writing grants, etc. Bill will send Secretary an electronic copy of the document he reviewed this evening and distributed to board members so there's a copy available for inclusion in/with the minutes. He asked board members to review and be specific with any changes they'd like made. Chairman Leva thanked Bill for taking on this task and indicated that from his background has dealt with mission statements, and would feel more comfortable with more collaboration. Selectman Alterisio indicated he would feel comfortable with coming up with mission statement but not with the role of the Town Administrator as move forward. Guidance in coming up with job description which would address role responsibility and job responsibility. If see any hesitation at all from other departments, it's with what would be the role of Town Administrator and his working arrangement with other departments and committees. May not be perfect, and a lot of it will develop over time via trial and error. 1st introduction is going to be personnel and personnel issues and how that's done – then expand to liaison between state and other elected authorities. Would also like to see line management responsibilities and how it will evolve and operate on a day to day basis...implementation of elected bodies wishes and initiatives. Bill indicated he'd asked for specific jobs and improvements – 2nd step is a rough draft of job descriptions – if the board has samples, he can work with them – much bigger document and more controversial – Bill

Minutes: Selectmen's Meeting: Monday, August 20, 2012

would like to take a stab at it, and then give it to the Board who can point out the changes they'd like made. Selectman Alterisio indicated he thought Board could get back to Bill with a sample job description and Bill will format into a job description. He noted the board's next meeting isn't until September 10th, suggested shooting for 9/5 for rough draft based on feedback provided to Bill by the 28th; which would give him from the 28th to the 5th to work on rough draft.

Chairman Leva indicated he'd noticed a couple of the samples compiled by the board secretary that kinda fit well for Dunstable so it shouldn't be too daunting a task. Selectman Alterisio indicated that relationship between board and town administrator at the onset will address initial – and then change. Bill advised he's already made giant steps forward having met Representative Sheila Harrington and Senator Eileen Donahue.

Minutes: Selectman Alterisio reported the 7/23 minutes were tabled at last meeting awaiting full board's approval. Selectman Alterisio then offered motion to accept minutes of 7/23 as written; seconded and voted and Selectman Devlin provided motion to approve those of 8/6, 2nd and voted with all in favor.

Selectman Alterisio noted one of the discussion items was the mission statement, also discussion about Dog Officer and since then, working with the police department in the interim since Dog Officer's resignation; Selectman Alterisio has looked at possibility concerning mutual agreement with Groton or Pepperell. Chairman Leva advised that we've had a couple of people who expressed interest – and one was the Dog Officer from the Town of Groton and Groton Town Manager is in full support. Selectman Alterisio indicated there are multiple consequences with Dog Officer and can't just pick someone up off the street. Selectman Alterisio suggested an Intermunicipal agreement – indicating need to decide how do we set a price based on the ratio; has to be some ground rules – another expectation is that if we're going to join another municipality that already has a dog officer with steps in place, will need to follow those rules. Understanding the program and basically how they operate – buy in from town's people.

Selectman Devlin suggested that moving forward to an Intermunicipal agreement could be too complex at this point, noting that Groton Town Manager doesn't have any problem with Dunstable approaching the Groton Dog Officer, in fact was very supportive. Selectman Alterisio will research and if makes sense, put on for next agenda. The board

Minutes: Selectmen's Meeting: Monday, August 20, 2012

further noted the adoption of the new Animal Control provisions to the MGL which will come into play with the new Dog Officer appointee.

Selectman Alterisio referenced e-mail the board received from a concerned long-term resident with concerns on the absence of coverage for the dog officer position. Individually raises issue as to why there wasn't an assistant – Chairman Leva has spoken to the individual since and have reviewed concerns. Reach out to any member of the community who has some concerns – Selectman Alterisio suggested that any concerned citizen could contact the board with their recommendations and concerns.

Selectman Alterisio then referenced the e-mails referencing the drop-off point on the edge of town – Chairman Leva reported response within hours, other boards weighed in, much appreciated, and looked at the end of the day as very productive suggestions received. Selectman Devlin will stop and speak with the landowner – Selectman Alterisio cautioned that hasty pickup might encourage more frequent drop off. Selectman Devlin has spoken with Police department who has agreed to step up patrols and check a little more diligently.

The board then addressed the letter from our Police Chief requesting stop sign at Pine and Thorndike Streets because of increased usage of those roadways, the board voted to authorize the Road Commissioners to install said signage.

Selectman Alterisio referred to the final report on the town's FY2012 budget noting that departments have done an excellent job staying within the budget, applauding commitment from different departments; Chairman Leva echoed remarks.

The Board noted the invoice from Greater Lowell Regional High School and authorized its' processing. – Selectman Alterisio called attention to invitation received by Board members for the reception for the new GDRSD superintendent scheduled for 8/5.

Selectman Alterisio suggested the board convene a meeting with the Water Commission to discuss where they are with their research and infrastructure assessment – what needs to be addressed and where does the system go. – Initially whether the system would support the MUD property and affordable housing. After that, where does the town go, Selectman Alterisio has spoken with NMCOC and where they don't have that service available, can recommend companies who could create a document or plan for moving forward that officials could

Minutes: Selectmen's Meeting: Monday, August 20, 2012

work with; Selectman Alterisio would like to see that in place – Chairman Leva will check with Karl and see if such a document exists? Selectman Alterisio advised he sensed some amount of frustration on his part when discussing replacement of pipes on Main Street which couldn't be undertaken during the construction project by McGovern Farm on Route 113 because of lack of funding. Wouldn't want to see something happen to the system where have to run out and float a loan for \$500K for emergency repair.

Secretary will work with town counsel on drafting withdrawal of earlier appointment made to the Commissioners to Expend Parkhurst Free Lecture Funds;

Treasurer's warrants were reviewed and signed and the meeting adjourned at 8:05PM after appropriate motion and vote.

Respectfully submitted,

Danice N. Palumbo,
Board Secretary