

Minutes: Selectmen's Meeting: Monday, June 10, 2013

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

Meeting called to order @7PM with all members present. Chairman Devlin briefly reviewed the agenda and noted that Town Accountant was expected in to provide some input on emergency callouts for inspectors. The board then reviewed hearing procedure, etc., related to the Reddin dangerous dog complaint, looked over the calendar, briefly discussed the complaint and some of the known background, and voted to schedule a hearing under MGL Chapter 140 Section 157 to inquire into complaint from Sharon Healey and Beth Falkner about conduct of dog owned by the Reddins of 290 Kemp Street and to instruct Secretary to prepare notice to be posted with Town Clerk and notify interested parties accordingly, scheduling hearing for Thursday the 27th of June @7PM. The Board further decided to make arrangements to meet with Town Counsel and Dog Officer Susan Hogan during the day on June 20th @11AM.

Chairman Devlin made a public announcement regarding the open offices noting the terms coming up the end of June – always looking for new interest.

Minutes of 6/3 were approved as written. Selectman Alterisio suggested taking a crack at the summer schedule so as we move forward we have an idea of what dates are available.

Town Accountant Kim Fales visited with the board for the purpose of reviewing the issue of emergency callouts and payment for same. Chairman Devlin reported that David Sweet has served the town for a number of years – part-time procedure no problems – in 2012 had a number of emergency callouts most on private property – got to the point where there were 12 of them over a year's period – moving forward going to work to rectify – by adjustments in fees, etc. and residents will know that if they are called out. Question is there any way we can get Mr. Sweet compensation for these callouts. Kim advised once you do something like that in place, it will open for all inspectors but putting policy in place is a vital step. In terms of the charges, the service would have to be during FY2013. Everything else would be considered a prior year service. If it is within this fiscal year, could be covered with a transfer from Reserve Account – either end of the year municipal transfer – anything prior to 7/1/2012 is prior year and is an unpaid bill.

The Board asked Kim, from an accounting position to support payment, what type of documentation or language does Kim need – to support the town is covered in terms of an audit or any other investigation. Kim advised that the Board is essentially deciding to give him additional compensation – how was the charge of \$85.00 arrived at might be something to look at, but as long as the Board of Selectmen are satisfied with the service rendered and the billing, the Board can go ahead and process the transfer request. Kim felt the process of charging the individual property owner, and building it into the fee schedule is the appropriate way to go for the future. Chairman Devlin noted that while other communities have full time personnel who are paid in full for the service, Dunstable does not. In lieu of the permit, make arrangements for payment of emergency callouts in that Inspector could issue the bill to the homeowner at the time of emergency service callout, with payment due to the Town of Dunstable who would then process payment on voucher for that service. Discussion continued on the best or easiest process for the billing. Board has to create a policy. If public safety issue, when police, fire, National Grid or Emergency Management Director – in order to issue billing for the service. In the

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case that a storm comes up and takes out wires on private property, that's another issue, private owner and/or their insurance company will be responsible for the cost of the emergency service. The board will need to look at the fee schedule. Selectman Alterisio indicated Inspector should operate on pay as you go- can bill once a month - but would need an additional appropriation in the fall, could take a

Kim advised that at one time the inspector in Townsend was paid this way with a percentage of the fees collected, but have since adjusted to a set stipend. Selectman Alterisio is concerned that we're able to do it - Kim suggested can do the transfer before this fiscal year closes - can work with pay as you go within current appropriation. This time of year - can prepare a transfer from funds to cover. Selectman Alterisio would like to see whether the amount appropriated from FY2013 for FY2014...thinks we have this year to go ahead and do that - whereas next year there may be a lot more building and need to take a hard look at the number. Selectman Alterisio suggested also taking a look at the other inspectors. Chairman Devlin will reach out to the Plumbing & Gas Inspector - could consider an amount under each inspector for reimbursement of continuing education. Kim will bring Fincom up to speed on what we're trying to accomplish with the billing. BOS has the confidence with the charges but what is best for documenting. Kim suggested as part of the policy could establish the requirement for documentation by the department making the callout. Kim said she felt that in Townsend they pay their electrical inspector in Townsend like \$11,000 and he generates around \$18,000 to the Town. She can get the board the information and provide about five year background.

Ted Gaudette and Dana Metzler appeared before the board to discuss completing the renovations on the war monuments area. Selectman Leva asked if there has been any meeting with the individuals who have expressed concerns - Selectman Leva indicated to him it seems like they just wanted to be included in the decision - Dana indicated they were against it - weren't for it - their issue was they weren't included - they came to the individuals who are in charge, the authorizing people - no reason to go to historic, only reason it went to historic was because there was an individual who went to historic.

With Ted leaving in a little while, would like to understand where they are with it. They'd hoped to come in and say they want it - money isn't an issue, decision shouldn't be big deal - board previously agreed with the plan - would the board move forward with the project and they'll get the money. Ted reported they have a vendor they'd like to use. The questions regarding ADA, Selectman Leva indicated the board was basically in favor of it - but to have a decision made without being involved in the decision. Selectman Alterisio noted a couple of things that were brought up, some concerns with people approaching and wanting to spend some time at the memorial - they brought up the fact that grass was a little unstable; 2nd point with it being on the main drag and not easily accessible by vehicle. One of the things is the piece of property the town owns at junction of Lowell Street and Main Street where could or might be more easily accessible, answering the issues of having people approached, spending some time and being invited to give their input. Ted provided background - noting that he's seen children come across with their parents to visit the memorials. His opinion about memorial parks - no one goes to them. He noted the one in Carlisle is located in front of the town hall. Maybe down the road might be the way to go, but not at this point.

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Chairman Devlin doesn't see an issue with it, wants to make sure peoples thoughts are considered – whole thing comes down to the brick work, whether we have brick there or maintain the grass. Dana advised the only way you can eliminate the brick work – would still be a problem. The Board supported if they could come up with the funding – Ted will make the call – thinks it's an important thing to do and do it right. In town there's always some infraction – this should be a unifying thing. Ted indicated he will make the call to Historical Commission and see if they can come to an agreement – other part of it is there's a tremendous amount of work taking care of the area. Ted advised they've looked at the maintenance and what would be best for the area. Obviously, they'd like to lock up the quote – can put the project off for a few months if necessary but doesn't want to lose.

Walter one of the things intended for this meeting was to come up with items that need to be addressed during the summer – he made up a list – 1st being the Capital Project Committee – the charge being to meet with departments as to their needs. One being Water, another public safety facility and affordable housing. Selectman Alterisio noted with the state & federal government being so tight on funds, is this something the town could take on. Another is the existing water facility – need to move forward. – Selectman Leva asked if we should have them in for an update or reach out to the Chair of each Board. Reach out to them – where are they, what kinds of things are they looking at and what kinds of consulting/study funds do we need to provide. Electrical Inspector thing – have a pretty good handle on that now; legal review – looking at compensation guidelines, employment guidelines, contracts, etc. One of the things Selectman Alterisio was interested in, should we include incentives for meeting performance. At some point, the set pay increase has to stop – within the contract there needs to be provisions for sitting down for the review. What portions of the discussion would be executive session category – would like to be able to sort out which is applicable –out to review language of the contracts recommended and the content of the contract agreements in place now. Labor counsel ought to be there, Fincom and Chief Downes in place relative to the police union contract. For the most part, Counselor Marc Terry would provide the best counsel on the labor issues as it's his field. The Board continued to discuss some of the items that need to be addressed with the personnel contracts as well as the Greater Lowell Technical. The discussion of memorials came up and Memorial Committee who would look at documenting all the memorials in town – town administrator responsibilities, contract deadline and funding requirements – will basically have to come from Special Town Meeting which will also include funding for special projects. Annual appointments, etc. are all items that need to be addressed during this summer.

Selectman Leva noted that he hit everything they've been working on – would prioritize the contracts, (ask Selectman Alterisio to provide this list). The thing when they get into the discussion of Town Administrator will have some questions as to where the Advisory Board comes in, Selectman Alterisio's understanding of where the funding is coming from.

Selectman Alterisio has had a conversation briefly with Rich to make sure he's on board as to what they're trying to do with the policies. He also gave Beverly Woods some talking points on the Rivers Edge Estate as comments are due no later than June 21st and provided the board's concerns with area being developed within 100 year flood plain and would hate to see the natural resource in the Nashua River take a hit.

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In the mail review, Selectman Leva noted the reimbursement from Greater Lowell Technical High School. Chairman Devlin noted the questions regarding the Highway Roof – thought there was some reserve account for all facility repairs.

Board noted the e-mail from resident regarding property on Pleasant Street and would like input from Building Inspector and Selectman Alterisio indicated he'd like an update from Conservation as to whether anyone is watching the property on Main Street where the DEQE issued the enforcement order.

Treasurer's warrants were reviewed and signed, and meeting adjourned at 8:25PM after appropriate motion by Selectman Leva, 2nd and vote.

Respectfully submitted,

Danice N. Palumbo,
Board Secretary

