

**Minutes: Selectmen's Meeting: Monday, July 22, 2013**

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

Meeting was called to order at 7:05PM with quorum present by Selectman Alterisio who advised that Chairman Devlin would be unable to attend due to a family emergency.

1<sup>st</sup> item addressed was the attempt at a finding and order of conditions relative to the dog hearing held on July 10<sup>th</sup>. Synopsis represents the findings and the orders of conditions Selectman Alterisio would like counsel to give it a quick glance before it's released. Consensus of the Board is that the document prepared satisfies their requirements, if counsel has any amendment recommendations, secretary was Treasurer's warrants were reviewed and signed, and meeting adjourned at 8:10PM after appropriate motion by Selectman Leva, 2<sup>nd</sup> and vote.

The minutes of July 10<sup>th</sup> hearing were accepted as amended.

Policy issues recommended and prepared by labor counsel for incorporation within or in addendum to town personnel policy – to be distributed and receipted by all employees and have them inserted into their personnel record. One of the questions the board has with the policy on sexual harassment and harassment of protected class. Counsel recommended contact be identified to an individual as opposed to position, so until a Town Administrator can be appointed at some point in time, have requested services of the police with grievance officer being identified as Bernadette Georges and with Chief of Police as the alternate. Conversation with Bernadette raised the issue of what the responsibilities were and he assured her they didn't go any further than taking down the information. It was also understood that if the grievance was against the Chief, then the Board of Selectmen would take it up. If it were someone that Bernadette was personally involved with, such as a personal friend, would be directed to the Chief.

Small Necessities Leave Act Policy: The board discussed the process and confirmed that neither had any problem with approving the policy. These will be forwarded to the police union representatives for review. Policies in effect as of today – Secretary will see they are appropriately distributed. Should there be any problem, the Board members indicated they would hope that individuals go to their immediate superior so that they are aware of any concerns. In other instances, BOS would be the appropriate contact. One of the problems that Selectman Alterisio doesn't anticipate but could be there would be in relationship to an elected official – though technically employee, he understands they don't have to step up to the requirements as they're not technically personnel.

The board signed the tax exempt certificates for the BAN note \$158K for land and BAN note \$136,748 for School Tech.

**Minutes: Selectmen's Meeting: Monday, July 22, 2013**

The board then reviewed the charge prepared for the proposed Dunstable Memorial Committee as prepared by Selectman Alterisio who noted he'd like to discuss the charge among the complete board to come to an agreement on the charge and then proceed – tabled until full board is present.

The board discussed Sharon Healey's e-mail questioning the issuance of fines for the Reddin dog control violations and will work with Town Clerk and Dog Officer on amendments to the process and bylaw as appropriate.

The board will hold the minutes of 6/10, 7/8 and 7/11 for approval from full board.

The board noted the information re: the Alexander development proposal before the Planning Board and looks forward to hearing more from the petitioner at some point.

Selectman Alterisio inquired whether any contact had been made with the Capital Projects Committee – thinks need to put together some kind of meeting schedule with that group and the Advisory Board to take a look at what the needs are and what kind of resources are available in terms of consulting and financial resources to put together some kind of plan – hopefully in fall may be able to pull together a special town meeting to move forward with plan and enlighten the public as to the direction the town is moving in.

The board agreed on the need to set up session with Town Clerk, Dog Officer and Town Counsel to address dog control violations and process.

Selectman Alterisio noted their next regularly scheduled meeting is set for August 5<sup>th</sup> but indicated there may be other meetings that come up in the interim with the Capital Projects Committee and Town Clerk and Dog Officer re: dog fines, etc. Secretary was asked to have Dan set something up with the Capital Projects Committee.

Meeting adjourned at 7:40PM after appropriate motion by Selectman Leva, 2<sup>nd</sup> and vote.

Respectfully submitted,

Danice N. Palumbo,  
Board Secretary