

Town of *Dunstable* Selectboard
Meeting Minutes
October 8, 2014
Town Hall, Dunstable, MA 01827

Convened: 7:00 pm

Present: Kenneth J. Leva, Daniel Devlin, members; Lois Luniewicz, Worcester Regional Medical Reserve Corp; Michael Martin, Chair of the Road Commission; Leo J. Tometich, Gerald Mead, Matthew Raymond, John B. Martin, members of the Zoning Board of Appeals.

Selectboard Reviewed & Signed the Following:

- Payroll & Vender Warrants
- Postponed Signing the Collaborative Agreement
- Postponed Signing Consent Form

Open Forum

Mr. Leva opened the forum and explained the normal process to those in attendance. The Board then proceeded in outlining its planned agenda for the evening. Subsequently, a citizen in attendance brought to the Boards attention that recent meeting minutes from April through to September were not posted yet on the Town's website. In response to this the Board instructed the Administrative Assistant to look into the matter and see to it that approved minutes for that period were located, filed appropriately and posted on the website.

Worcester Regional Medical Reserve Corps

Ms. Luniewicz spoke to the Board about her organization and its mission. The Reserve Corps division she is part of has 13 communities in her division, but is part of a larger state entity. The Reserve Corps is a federally recognized group of volunteers who respond to emergency situations, and during normal circumstances serves to train and credential those volunteers so that they are prepared. The Reserve Corps was formed in the aftermath of September 11th. Ms. Luniewicz explained that the Reserve Corps works with the Department of Health, and various other similar entities and groups in the pursuit of its purpose. Having only come on full time to the Reserve Corp after retirement, she has spent the last few months visiting with various communities in her region and specifically with different parts of those communities from Councils on Aging to Boards of Health and Selectboards. The ultimate goal is preparedness awareness and the ability to respond to emergency situations. Potential volunteers are asked to complete a process through a website and be CORId. The group offers free training, such as how to run a shelter, CPR, personal protective equipment, and so forth. While the group works to help credential medical personnel volunteers, it is open to both medical and non-medical volunteers. Both Mr. Devlin and Mr. Leva thanked Ms. Luniewicz for her presentation and directed the Administrative Assistant to put a link to her organization on the Town website.

CIC Grant – Regional Disposal Collaborative

The Board expressed a desire to wait for further discussion on this issue until Mr. Alterisio returns. The Board feels that his contribution is critical on this topic before proceeding. Ms. McKenzie, the Town Administrator, had previously reported to the Board that she spoke with Joan Ferrari about this and this does not appear to be something that Dunstable needs to be part of. It is, however, the consensus of the Board that they should wait till Mr. Alterisio returns to consider yea or nay.

Adopted and approved on 10/22/14

Road Commissioners Update

Mr. Martin, the Chair of the Roads Commission updated the Board on several matters concerning the Commission. First he presented the board with the good news that the bridge project on Main Street is nearly complete. The Board congratulated the Commission on this achievement noting that the project will be completed on time. Although a major hassle to the public, the project from start to finish is reported to have been smooth sailing. Mr. Martin also informed the Board about a beaver issue that has arisen which will require trapping. The beavers have caused some issues with the flow of Salmon Brook that if left unchecked will impact public roadway. Since the trapping will require entry and access via conservation land owned by the Town, Mr. Martin presented a consent form to the Board. The Board decided to postpone signature until Mr. Alterisio was present

Acceptance of Town Accountants Resignation

The Board accepted the resignation of Kimberly Fales the Town Accountant, which is effective on October 31, 2014. The Board warmly thanked Ms. Fales for her service to the town and hopes that perhaps someday she will return in the future. The Board formally charged the Town Administrator with beginning the search for a replacement. Mr. Devlin moved to accept the resignation of the Town Accountant, seconded by Mr. Leva, passed unanimously.

Welcome Home Banner

Pam Perreault previously came before the Board requesting that a banner be hung welcoming home her son from military service. Having previously spoken about her experience and frustration with the approval process at a previous meeting of the Board, Ms. Perreault requested that the Board consider approving a welcome home banner and allowing it to be hung near the Town Common. Having consulted with the Town Administrator and with the Town Constable, Jon Crandall, the Board concluded this banner should be approved and hung forthright to greet Ms. Perreault's son. The motion to hang the banner was made by Mr. Devlin on behalf of the Town of Dunstable to thank this young man for his service and to welcome him home, seconded by Mr. Leva, passed unanimously.

Rain Day for Town Wide Yard Sale Event

Betty Gerossie requested the Board approve a second application from her group, this time to select the 19th of October as an alternate "Rain Day" in case of bad weather on the preferred date of the 18th. The Board had no concerns or reservations in this and agreed to approve the application. The motion to approve the second date was made by Mr. Devlin, and seconded by Mr. Leva, it passed unanimously.

Board Meeting in Consideration of the Special Town Meeting

The Board has decided to hold a special session to discuss the final warrant articles to be presented to the Special Town Meeting as well as determine its formal positions on each article moving forward. Because this meeting is out of the normal scheduled cycle, the Board moved to schedule it and affix a date and time agreeable to the members. A motion was made by Mr. Devlin to hold a special meeting of the Board at 7pm on October 15, 2014. The motion was seconded by Mr. Leva and passed without debate.

Town Hall "Housekeeping"

The Administrative Assistant requested that the Board empower him to remove certain items scattered around the Town Hall including an old office chair and a few "silk" fake plants. The Board approved and made a motion, by Mr. Lea and seconded by Mr. Devlin, to authorizing the Administrative Assistant to so proceed. The motion carried without debate.

Adopted and approved on 10/22/14

Minutes

The Board determined that no minutes should be accepted at this time and approved until the full Board has had an opportunity to look at them. Mr. Leva expressed his feeling that the matter should be deferred until Mr. Alterisio is present and can thus contribute to any constructive editing. Mr. Devlin agreed.

Dog Officer Update

Madonna McKenzie, the Town Administrator, met with a prospective candidate for the position. She felt the young woman in question had a good demeanor and strong potential for the position. She advises the Board that she will keep them up to date on the process as it moves forward.

Warrants & Mailings

The Board signed the warrant(s) and reviewed mailings and correspondence with the Administrative Assistant. Both the Police Chief and Fire Chief advised the Board of planned absences, with the Fire Chief in particular notifying the Board of his upcoming vacation.

Joint Meeting with the Zoning Board of Appeals

The ZBA approached the Board concerning the matter of vacancies amongst its membership. Noting that such vacancies might pose a problem of quorum for the ZBA, the Board proceeded to consult with the ZBA about its recommended candidates. Mr. Devlin discussed the responsibilities of the Board and what it does. In the process of discussing the vacancies and general duties of the ZBA, the ZBA noted that it no longer has a secretary and requested help from the Board in attaining someone suitable. The Board suggested the Administrative Assistant, if amenable and pending consultation with the Town Administrator, be asked to serve on an interim basis. The Board also advised the ZBA to discuss this issue with the Town Clerk and seek her advice and counsel.

Although asked for, Mr. Larkin, Town Counsel, was absent from this joint meeting. The Board proceeded to confirm the ZBA's recommendations to fill its vacancies. (See appointments heading.) There was some confusion as to the exact terms for each appointee, and as such the Board decided to appoint them until June 30, 2015 and address the matter during the annual appointments period.

Following the appointments, Mr. Leva asked the ZBA if there was anything else it needed from the Board. The ZBA had no major concerns or requests aside from help finding a new secretary. Following this Mr. Devlin thanked the members for their hard work.

The ZBA finished its joint meeting with the Board by discussing the commercial use of residential property, and contact with citizens concerned about enforcement. The ZBA noted that enforcement is not in their authority and that the building department needs to be in the enforcement with other relevant authorities. The ZBA reminded the Board that they do not see people at first instance, and that they tend to have to deal with people who are already upset or involved in the process. The Board assured the ZBA that going forward these issues would be better addressed by the relevant authorities.

Appointments

The Board addressed the request by the Treasurer/Collector Bonnie Ricardelli to appoint an Assistant Tax Collector and Assistant Treasurer for her office to help with coverage when she is either out of the office or on vacation.

Jake Hamm is appointed as Assistant Treasurer Term Expires: June 30th, 2015
Motion by Mr. Devlin, seconded by Mr. Leva, passed unanimously

Adopted and approved on 10/22/14

Jake Hamm is appointed as Assistant Tax Collector Term Expires: June 30th, 2015
Motion by Mr. Devlin, seconded by Mr. Leva, passed unanimously

The Board also appointed a full member and two associate members to the Zoning Board of Appeals as nominated and approved by the ZBA. The urgent need to fill these vacancies was brought to the Boards attention by the Town Clerk, and addressed by the joint meeting between the two boards.

Ronald Lamarre is appointed as a member of the ZBA Term Expires: June 30th, 2015
Motion by Mr. Devlin, seconded by Mr. Leva, passed unanimously

Nancy Chaney is appointed as an associate member of the ZBA Term Expires: June 30th, 2015
Motion by Mr. Devlin, seconded by Mr. Leva, passed unanimously

Stanley Norkunas is appointed as an associate member of the ZBA Term Expires: June 30th, 2015
Motion by Mr. Devlin, seconded by Mr. Leva, passed unanimously

Motion to Adjourned by Mr. Devlin, seconded by Mr. Leva, passed unanimously 8:00pm

Respectfully submitted by



Jakob K. Hamm
Admin. Assistant to the Selectboard & Town Administrator