

Town of *Dunstable* Selectboard
Meeting Minutes
October 22, 2014
Town Hall, Dunstable, MA 01827

Convened: 7:00 pm

Present: Walter F. Alterisio, Chair, Kenneth J. Leva, Daniel Devlin, members; Madonna McKenzie, Town Administrator; Susan Psaledakis, Community Preservation Committee; John Callahan, Chair of the Safe Pathways Committee

Selectboard Reviewed & Signed the Following:

- Pathway Engineering & Survey Study Agreement
- Designation Paperwork Adopting MGL Chapter 41 Section 56
- Designation Paperwork Adopting MGL Chapter 41, Section 41
- Payroll & Vendor Warrants
- Asbestos Removal Proposal
- MS4 Consultant Agreement

Open Forum

Mr. Alterisio spoke briefly about the forum, its purpose and then outlined the meeting agenda, including an appointment of a new Town Accountant, and some other housekeeping.

The Board proceeded to read and discuss a message from the Town Clerk. The Town Clerk wanted to remind the Board and the town's voters that October 27th will be the last evening she is available for absentee balloting, and this coming Monday is the last chance from 5 to 8pm. She also informed the Board and public at large that she will hold extended hours during the day this upcoming week. She also reminds parents of college students to call her with any questions.

Ms. Psaledakis informed the Board that she had two items to contribute to the open forum, the first concerned the Safe Pathway Article passed at the Special Town Meeting and the other was a name to be put forward as a person to fill the position of member at large on the Community Preservation Committee since Joe Dean, a member at large, would not be finishing his term, which ends in 2016. Ms. McKenzie, the Town Administrator, asked that Ms. Psaledakis ask Mr. Dean to send a resignation letter to the Town Clerk if he hasn't already.

Town Accountant

Lorraine Leonard, a long time municipal accountant, came before the Board to express her wish to be appointed Dunstable's new Town Accountant. Ms. Leonard explained that she has been interested in Dunstable for a long time as a retirement position. She currently lives in Groton, but works for the Town of Harvard and will continue to do so until 2016. She wants to work for Dunstable and has worked for Harvard for 10 years. Her depth of experience as a municipal accountant goes back over 20 years to the early 1990s. She is willing and able to help Dunstable and would work primarily evenings with some weekends as necessary. She is applying now because she realizes that she might not get this chance again.

The Board asked Ms. Leonard questions, including how she would be able to do both jobs and whether her current employers were aware of her desire to take on Dunstable as well. She informed the Board that her current work, primarily Harvard itself, were unconcerned and considered this to be her attaining a

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“second job.” She assured the Board that she is flexible and reiterated her willingness to work around evenings and Saturdays. The job, according to outgoing Town Accountant Kimberly Fales, is essentially 8 to 10 hours a week. Ms. Leonard believes she can accomplish that work while still balancing her current employment. She told the Board that she has worked for two different towns at the same time before, and feels she can do this.

Ms. McKenzie reported she has discussed Ms. Leonard’s planned hours with various Department Heads, and notes that Ms. Fales has given a very strong recommendation for Ms. Leonard. Ms. McKenzie also noted that most of the people Ms. Leonard would need to work with are here Monday nights and that Ms. Leonard is available to work 3 out of 4 Monday nights a month. Although with some reservation, the Board concluded that such a strong recommendation from Ms. Fales carries great weight and decided to proceed with bringing Ms. Leonard on board as the new Town Accountant. Ms. Leonard assured the Board that she is already taking steps with Ms. Fales to ensure a smooth transition.

Appointments

Catherine Irzyk is appointed to the Community Preservation Committee Term Expires: June 30th 2016
Motion by Mr. Devlin, seconded by Mr. Leva, passed unanimously

Lorraine Leonard is appointed Town Accountant to commence Nov. 1st, 2014 Term Expires: June 30th 2015
Motion by Mr. Devlin, seconded by Mr. Leva, passed unanimously

Dog Officer Update

Ms. McKenzie has spoken with the perspective candidate. Originally Ms. McKenzie felt that there was a possibility for a shared job position on an interim basis, but this does not appear to be viable at this time. The candidate has indicated that she would be able to provide coverage for the position, but with one day missing per week. She assured Ms. McKenzie that she can change her fixed days at her current job to be available for the town during most of the week.

The Board expressed its desire for Ms. McKenzie to talk to Pepperell’s Dog Officer to see if this person is able and willing to conduct the certification process that needs to occur for some of the kennels in town. The Board’s hope is to come up with an arrangement to potentially pay for this Dog Officer to conduct the needed certification. The Board agrees that the candidate as a temporary/emergency hire looks to be a good fit. Ms. McKenzie agreed. She then proceeded to express her intention to see if the kennels will agree to an arrangement for boarding animals apprehended by the Dog Officer if necessary since the question of where to kennel dogs by the Dog Officer remains an open question.

Discussion of the Special Town Meeting

Mr. Callahan and Ms. Psaledakis discussed the Safe Pathway article and how it was received by the public. The committee asks for authorization from the Board to spend the monies accorded at the Special Town Meeting for payment for the engineering work that needs to be done. The committee has discussed the process and the firm they want to use is the same one that worked in Carlisle. The amount to be spent is under the amount that triggers the need for bid process under MGL Chapter 30B. Madonna notes the firm is one of the best out there for this sort of project and has no objections. The Board noted that while it does prefer bidding even when the sum is under the trigger amount, in this case there are few firms that specialize in this endeavor and this one has an excellent reputation. The Board also discussed the question again concerning maintenance. And it was the consensus of the Board that the abutters and neighbors be brought up to speed on where the project is currently. Ms. Psaledakis assured the Board that she has done so already. A motion was made by Mr. Leva to authorize the chosen firm to conduct a study for the Safe

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Pathway Committee for the amount approved at the Special Town Meeting, seconded by Mr. Devlin, approved unanimously.

Consultant's / Administrator's Report

Ms. McKenzie started off by discussing the budget process for the Annual Town Meeting. She notes that the Advisory Board will meet on Nov. 3rd and on that date it is on the calendar for the Selectboard to join them to discuss what is available for funding. By the 5th she wants guidelines about what to send out for the different departments to begin the process of getting budgets prepared. She also had a session with the school administration and it does not appear the town will be able to meet the schools current requests for the budget. The Superintendent wants to look at the town's budget and understand Dunstable's processes concerning this. Ms. McKenzie also suggested that on Nov. 5th the School Committee members also join that evening. The Board expressed concern about the school and how they managed their budget last year and the issues this arose at the time. The Board wants to ensure that head way is being made in that area going forward.

Ms. McKenzie notes the new budget this year is a "zero" based budget or starting from scratch. This budget will have built in monies, and a couple areas that have things built in. At this point in time most of the information necessary isn't fully available. She also notes that the school will be preparing some documents that will give statistics for costs and students in different sections. There are a lot of moving parts here, and the issue of the school system and its cost overall isn't going to be easy to ascertain right away. Ms. McKenzie noted that this isn't an easy discussion, but we will need to have analysis because without it we cannot even begin to have the discussion. The school system wants to do the best it can for the students, but must recognize that the towns can only afford so much.

Ms. McKenzie reported to the Board that she'd hoped to have an IT recommendation this evening, but the person she wanted to come in this evening for that had a septic system failure and won't be in for tonight. She moved on to another matter concerning an issue brought up by Kim Fales, outgoing Town Accountant, which concerns authorizing someone to pay and sign the bills and expenditures for the bills and payroll. It is the Accountants recommendation that this person be Town Administrator. This step is about compliance with the law. It won't add anything extra to procurement or to the payroll process.

Motion to appoint Town Administrator to authorize to approve bills for payments pursuant to MGL Chapter 41 Section 56, to authorize to expend monies. Motion by Mr. Devlin, seconded by Mr. Leva, motion carried unanimously.

Motion to appoint the Town Administrator to sign payroll and payments and appropriations pursuant to MGL Chapter 41, Section 41. Motion made by Mr. Leva and seconded by Devlin. Approved.

Heating & Cooling Systems

The Town Hall's heating system has major rust in one section and as a result replacement may be required. If something goes wrong, the system is right above the offices and could cause major damage. The Board feels that a contractor needs to look at this, and it needs to be done ASAP given the cold weather we are heading into. Mr. Leva will provide Madonna with someone to consult with quickly about this topic. This individual lives in town and does both heating

The air conditioning system also poses a question as well. Ms. McKenzie told the Boar that she will be looking for quotes concerning the cost of fixing this particular issue. Mr. Alterisio expressed concern about the weather and what we need to do going forward. The desire is to move the AC's away from the building so that snow no longer falls off the roof and hits them. The Board consensus was that simply

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moving them is too costly, and there was a sense that fixing both systems at once is the best solution. The Town will apply for reimbursement from MIIA for the insurance company on the damages to the AC's.

Gravel Permit on the 29th

This matter concerns the Alexander Estates development project, and is strictly a public hearing. No other Selectboard business will be discussed. Mr. Larkin, Town Counsel, has been requested to prepare an official position for the town concerning Mr. Alterisio's ability to participate as he is technically an abutter by operation of law if not by fact (his land doesn't actually abut). The rule of necessity was discussed since the Board is a three member board and the requirement for the permit concerning the vote is that it be unanimous. The Board will likely have to initiate a joint meeting concerning the permit process with the Planning Board at a later time. There was some question as to how informed parties were from the start about the permit and the process concerning it and the Board would like to clear this up with the Planning Board.

Warrant & Mail

The warrant was reviewed and signed by the Board.

- ✓ Frank Schmidt from Charter is letting the Board know that the Town Hall will need to have a digital box for the TV process for the broadcasting installed. There will also be someone coming in to talk about equipment that may operate remotely.
- ✓ NMCOG reports that the preliminary permitting process has started for the pipeline has happened. This basically approves the pipeline process. The Board feels that a team should go through parcel by parcel to see who is affected by this pipeline and pulling lots. The Board agreed that Dunstable needs to determine specifically which parcels are the towns and which are private parcels. The Board would like to see people who have opposed the pipeline volunteer to help with this process. At this point we have a lot of support from talking points, now it is time to bring specific data.
- ✓ The asbestos proposal starts the removal of the asbestos found at 160 Pleasant Street. The Fire Chief is very comfortable with the group that will do this removal, and Ms. McKenzie supports his choice. Mr. Leva again expresses his desire to encourage more bidding processes to be done, but ultimately agreed that since the total cost is for \$4,975, which is under the threshold required by MGL for bidding, that the process should go forward.

A motion was made by Mr. Devlin to accept the proposal as written for the amount of \$4,975 for asbestos removal at 160 Main Street. The motion was seconded by Mr. Leva and passed unanimously.

- ✓ MS4 agreement with Michelle Joda (sic?) the payment was authorized up until the Annual Town Meeting. So the Board will sign the whole contract, paying half now thanks to the Special Town Meeting. Ms. McKenzie feels that there needs to be a modified agreement; with a proper break down and feels this is an issue that will need further discussion with the Board as we move forward.

Minutes

Motion to approve the minutes from Sept 10th, by Mr. Leva seconded by Devlin. Sept. 23rd, motion by Mr. Leva, seconded by Mr. Alterisio. October 8th, motion to approve by Mr. Leva, seconded by Mr. Devlin passed on condition of a few corrections being made. October 15th, motion by Mr. Leva, seconded by Mr. Devlin. October 20th, motion by Mr. Devlin, seconded by Mr. Leva and passed.

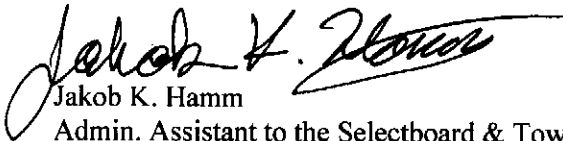
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Beaver Removal

On October 15th, the Road's Commission brought the need to remove some beavers from town owned property to the attention of the Board. The Board initially tabled the matter until Mr. Alterisio returned. The Board took up the issue again at Mr. Alterisio's request and addressed the need to authorize the Road's Commission to move forward with removal of the beavers. A motion to authorize the Board of Road Commissioners to hire an outside contractor to handle the beaver situation on town property was made by Mr. Leva, and seconded by Mr. Devlin. The motion passed unanimously.

Motion to Adjourn by Mr. Leva, seconded by Mr. Devlin, passes. 8:28pm

Respectfully submitted by

A handwritten signature in black ink, appearing to read 'Jakob K. Hamm', with a long horizontal flourish extending to the right.

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

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