

Town of *Dunstable* Selectboard  
Meeting Minutes  
June 3, 2015  
Town Hall, Dunstable, MA 01827

**Convened:** 7:03 pm

**Present:** Kenneth J. Leva, Daniel F. Devlin, Walter F. Alterisio, members; Sue Psaledakis, Bonnie Ricardelli and Dana Metzler, Town Administrator Preliminary Screening Committee members; Tracey Hutton; Derek Brindisi

**Selectboard Reviewed & Signed the Following:**

- Payroll & Vendor Warrants

**Open Forum**

Mr. Leva explained and detailed the open forum then proceeded to outline the agenda for the evening, which would principally involve candidate interviews for the position of Town Administrator, as well as the annual appointments of Special Police Officers for the town.

**Town Administrator Interviews**

*Tracey Hutton*

Candidate Tracey Hutton was introduced to the Board of Selectmen by Dana Metzler. She was asked to give the Board a summary of her education and employment history. She said that she's originally from Massachusetts but left the area to attend both undergrad and graduate school in Maine. She was recently the Town Manager for Howland, Maine from December 2012 through March 2015. She lives in Howland with her husband. Over the years, Ms. Hutton has been a Code Enforcement Officer, Assistant Shoreland Zoning Coordinator, Communication Coordinator, Town Planner and Town Manager. Ms. Hutton is familiar with regional purchasing services, municipal budgets, writing a Master Plan, and grant writing as well as the functions of town departments including the Town Clerk, Tax Collector, Treasurer, Planning Board, Board of Selectmen and Road Commissioner.

*Derek S. Brindisi*

Mr. Brindisi was introduced to the Board of Selectmen by Sue Psaledakis. Mr. Brindisi told the Board that he is from Worcester, MA and was educated at Clark University, Worcester State College and Purdue University. He was a Director of the City of Worcester from 2007 through 2015. Currently, he is the Public Health Officer at the Pease Air National Guard Base in Portsmouth, NH. Mr. Brindisi has held the positions of Metropolitan Medical Response System Coordinator, Public Health Officer, and City Director. His experience includes overseeing a staff of 25, developing operator budgets, managing grants and contracts, municipal finances, procurement practices, human resource management and negotiation with inter-municipal agreements.

**Discussion and Vote on Candidate for the Position of Town Administrator**

The Board of Selectmen discussed the resumes of both candidates. There were seventeen original applicants. The committee interviewed six of those candidates with two chosen to be interviewed by the Board of Selectmen. Members agreed that both candidates were equally impressive. Mr. Alterisio made a motion to ask the Chairman (Kenneth Leva) to extend the job offer to Tracey Hutton and initiate contract negotiations, reserving the right to extend an offer to Derek Brindisi if Ms. Hutton chooses not to accept the offer. Mr. Devlin seconded, and the motion passed unanimously.

*Approved and adopted on 6/17/15*

## **Water Department Project**

Mr. Alterisio told members that he was planning on attending a meeting on Thursday at the Department of Environmental Protection (DEP) office in Worcester with the Board of Water Commissioners. This meeting was requested by DEP to discuss the options for the Water Department due to the failed water article. Mr. Alterisio said he will extend the interest of the Board of Selectmen in holding a debt exclusion ballot question for the Water Project before the 15th of September which is the deadline before another Town Meeting would need to held. The Town Clerk must be notified of the Board of Selectmen's desire to hold an election no less than 35 days before the scheduled date of election. Two dates were discussed with Mr. Alterisio making a motion to choose Tuesday, August 25th. The question would need to be presented to the Town Clerk no later than July 14th. Mr. Devlin seconded and the motion passed unanimously.

## **Continued Update on GDRSD joint Meeting with Groton**

Mr. Alterisio brought to the Boards attention the fact that the original school district agreement between the Towns of Dunstable and Groton (formed in approximately 1975) wasn't consistent with changes to Massachusetts General Law or the recommendations to the Massachusetts Department of Education. As part of the continuing work on this matter, the two towns have agreed that an RFP will go out with a contract awarded on June 25<sup>th</sup> for the hiring of a consultant. There is general agreement between the parties that consultant is needed to come in to help Groton and Dunstable determine what should be done moving forward.

## **Commercial Zone**

Mr. Leva spoke about exploring the opportunity to bring income into town through the Commercial Zone, which was discussed in greater length at the Boards prior meeting on May 20<sup>th</sup>. Discussion again revolved around the Boards desire to see something that has a low impact such as a data center or a cloud technology company and have this considered and made part of the towns Master Plan.

## **Solar Project**

The Board of Selectmen received a request from the Planning Board asking them to send a representative to the next meeting to discuss the Citizen's Energy Solar Project for the George's Landfill in Tyngsborough and Dunstable. Members of the Planning Board are looking for the Selectmen's input on routes for the construction trucks to take through the Town.

## **Perambulation**

In accordance with Massachusetts General Laws Chapter 42 § 2, the Board of Selectmen must locate the boundary markers which mark the borders of the Town of Dunstable. This process by statute must be completed every five years either by at least two of the Selectmen or those substitutes that are designated by them. The Board determined that it would meet on June 13<sup>th</sup> and June 14<sup>th</sup> to complete this task which it started earlier in the year.

## **Appointments**

The Board of Selectmen received a request from Chief of Police James G. Downes, III to appoint the following Special Police Officers, effective July 1, 2015 through June 30, 2016:

### Groton Full-Time Patrol

Chief Donald L. Palma Jr.  
Lt. James A. Cullen III  
Sgt. Derrick J. Gemos  
Sgt. Paul R. Connell  
Sgt. Edward P. Sheridan, Sr.  
Sgt. Jason M. Goodwin  
Det. Cory E. Waite  
Ptl. Nicholas C. Beltz

### Groton Reserve Officers

R.O. Edward J. Bushnoe  
R.O. Stephen C. McAndrew  
R.O. Victor Sawyer  
R.O. Bethany Evans-Bonczar  
R.O. Timothy McGibbon  
R.O. Thomas Mace  
R.O. Patrick Timmins  
R.O. Kathleen Newell

*Approved and adopted on 6/17/15*

Ptl. Robert L. Breault  
Ptl. Peter S. Breslin  
Ptl. Gordon A. Candow  
Ptl. Omar A. Connor  
Ptl. Timothy Cooper  
Ptl. Kevin T. Henehan  
Ptl. Michael A. Lynn  
Ptl. Rachael E. Mead  
Ptl. Dale P. Rose  
Ptl. Gregory W. Steward

R.O. Michael Ratte  
R.O. Kayla Sheehan

Pepperell Full-Time Patrol

Chief David J. Scott  
Lt. Todd Blain  
Sgt. Alan Lessieur  
Sgt. Armando M. Herrera  
Sgt. Nick Parker  
Sgt. William Greathead  
Ptl. Richard Smith  
Ptl. Steven Burke  
Ptl. Bruce Haskins  
Ptl. Jared Carrubba  
Ptl. Fabrizio Vestri  
Ptl. Stephen Mlkerin  
Ptl. Thomas Maskalenko  
Ptl. Jeremiah Friend

Pepperell Reserve Officers

R.O. Steven Bezanson  
R.O. David Querze  
R.O. Paul Nelson  
R.O. Glenn Caswell  
R.O. Anthony Wales

Tyngsboro Full-Time Patrol

Lt. Shaun Woods  
Lt. Shaun Wagner  
Lt. Nasworthy  
Sgt. John Manning  
Sgt. Mark Bourque  
Sgt. Cynthia Shay  
Sgt. Charles Melanson  
Sgt. Michael Casella  
Ptl. Thomas Walsh  
Ptl. Christopher Rider  
Ptl. Charles Rubino  
Ptl. Kenneth Healey  
Ptl. Peter Kulisich  
Ptl. Stephen Desilets  
Ptl. Robert Cote  
Ptl. Daniel Whitman  
Ptl. John Coburn  
Ptl. Nathan Abdallah  
Ptl. Edward Caissie  
Ptl. Evan Donnelly

Tyngsboro Reserve Officers

R.O. Daniel Campbell  
R.O. Paul Patalano  
R.O. Jason Kushmerek  
R.O. Timothy Sullivan  
R.O. Allison Bailey  
R.O. Dennis Leach

Mr. Alterisio made a motion to accept the recommendation of Police Chief James G. Downes, III to appoint the above listed officers as Special Police Officers as of July 1, 2015 through June 30, 2016. Mr. Devlin seconded and the motion passed unanimously.

*Approved and adopted on 6/17/15*

Mr. Devlin then made a motion, at the request of Ruth L. Tully, to appoint Danice N. Palumbo to the position of Commissioner to Expend Proctor & Parkhurst Trust Funds through May 2020. Mr. Alterisio seconded and the motion passed unanimously.

### **Meeting Minutes**

Mr. Alterisio made a motion to approve the meeting minutes from the May 6<sup>th</sup>, May 11<sup>th</sup> and May 13<sup>th</sup> meetings, as submitted. Mr. Devlin seconded and the motion passed unanimously.

### **Treasurer's Warrants**

The Treasurer's Warrants were reviewed and signed.

### **Mail**

The mail was reviewed by the Board which included:

- A Notice of Public Hearing for the Water Department to consider amendments and additions to their Schedule of Rates and Fees.
- Northern Middlesex Council of Governments Notice of Meeting.

The next scheduled meeting of the Board of Selectmen will be held on Wednesday, June 17<sup>th</sup>. Mr. Alterisio mentioned that he will be available on a limited basis from July 18<sup>th</sup> through August 1<sup>st</sup>.

A motion to adjourn at 9:29 pm was made by Mr. Alterisio, and seconded by Mr. Devlin. The motion passed unanimously.

Respectfully submitted,

*Cheryl A. Mann*  
Secretary

*Approved and adopted on 6/17/15*