

Town of *Dunstable* Selectboard
Meeting Minutes
July 29, 2015
Town Hall, Dunstable, MA 01827

Convened: 6:00 pm

Present: Kenneth J. Leva, Daniel F. Devlin, members; Tracey Hutton, Town Administrator; Madonna McKenzie, Town Consultant; Dana Barnes, Building Inspector; Bonnie Ricardelli, Treasurer/Collector; Scott Choiniere, Point Software; Robert Ricardelli, representing the Pipeline Coalition; Steve Boczenowski, TADS

Selectboard Reviewed & Signed the Following:

- Vendor & Payroll Warrants

Open Forum

Mr. Leva started the meeting by explaining the public forum, its purpose, and by outlining the agenda for the evening which included discussion regarding the GDRSD joint committee on amending the regional school district agreement, new software for the inspections department, the proposed tax pilot from Citizens Energy, and an update from NMCOG's pipeline coalition. Seeing no members of the public present for the open forum, the Board dispensed with the forum and moved forward with its agenda.

Inspections/Point Software

Mr. Barnes, the Building Inspector, briefly explained why he's asking for this software. Mr. Choiniere then gave an overview for Point Software's web based application. The application allows for function in real time and allows collaboration between departments. This, he elaborated, allows for centralization and easy searching. The application was built to be easy, and was intended for use by inspectors. It will help save time and allow for multitasking. All building and inspection based permits are automatically generated and the application may also be extended out to multiple departments. There is no cost for the server, which is provided by Point Software. There is also no upfront cost because the application is subscription based and town's that choose to leave the system get their data back without cost. Mr. Choiniere also noted that a lot of towns like to use the iPad, but many different tablets are compatible. The only platform that Point Software doesn't recommend using at this time is Android. Once applications are approved, the applicants can even receive a notice of approval. Mr. Choiniere further noted that Point Software has a relationship with the town's online payment vendor Invoice Cloud so payment of fees could be done online as well.

There is a monthly invoice which is based specifically on what you did that month, so if you did ten invoices that month you are invoiced on those. The fee is roughly \$10 per permit. Mr. Leva asked about storage costs. There are none. Licensing and training are involved and provided as part of the service Mr. Choiniere explained. Ms. McKenzie noted that Terry Atwood, the inspections secretary, checked with other communities that use the software to make sure that they haven't had any problems. She found none. Mr. Leva asked if other companies were considered. Ms. McKenzie responded that Point Software has been preferred because the town uses them for other departments, most prominently the Tax Collectors office. Point Software stated they ask the town to consider giving them six months to see if the town likes the program.

Ms. Hutton noted she looked at two things, one being a device. She discussed getting iPad Mini 2's from Verizon for the inspectors. She stated that the Fire Dept. has an iPad and is paying \$30 a month for its wireless contract. Ms. Hutton explained that if the town goes with the government plan the cost would be greater than a share everything plan. The share everything plan would include six gigs for \$50 a month which is a better deal. She noted that to not impact revenue the fees would need to be raised. Ms. Hutton assured the Board that she's spoken with the Town Accountant about how to pay Point Software and the Accountant assured her it can be done through a revolving account setup. Mr. Choiniere pivoted discussion to how the program allows user accounts and stated that contractors appear to appreciate the software. Mr. Choiniere then turned to the field devices noting that they aren't mandatory, but allow real time function. He finished by saying that Electrical

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and Plumbing can use the program once during inspection and then are done. The Board agreed to take the matter under advisement.

TADS Update

Mr. Boczenowski started off by thanking the Town of Dunstable for helping fund TADS this year so that it may continue with its mission. To give the town an idea of the work that TADS has and the need for the organization he explained how TADS calculates its impact. Every six months Interface, an organization run by William James College, gives TADS a report that helps them determine their impact and other related statistics. The most recent report from Interface is from mid-July. The feedback so far and the numbers appear to indicate that the numbers of those who call into the TADS hotline includes people from all age groups in the local region. TADS, Mr. Boczenowski noted, is not just for school age children but for people of all ages.

The report from Interface has shown that at least seven adults have called in for help during this most recent report period. He expressed the opinion that there are likely more people out there that need this kind of service. TADS has decided to hire a person for 10 hours a week to publicize its services to the public. This person will start in the fall. Mr. Boczenowski stated that if nothing else, word of mouth can help. Today 29 percent of people in our society live with mental illness such as depression, eating disorders, and substance abuse. The Board thanked Mr. Boczenowski for his work and for the work done by TADS. The Board also informed Mr. Boczenowski that the town has information posted on its website for TADS as well as on the public information broadcast on the local cable channels in town.

Tax Title Proposal from Citizens Energy

Ms. Hutton informed the Board that Citizens Energy under the auspicious of Citizens Enterprises has submitted a proposal to the Board of Assessors to address the issue of owed back taxes and a proposed PILOT program moving forward. She also informed the Board that she has spoken with Citizen's representative. What Citizens is primarily asking for is a reduction of the interest and fees owed on the back taxes. The decision on this matter is primarily the Assessors. Ms. Hutton informed the Board that the Assessors will be meeting on August 6th to discuss the particulars of the proposal and determine whether it is acceptable. Mr. Ricardelli who is an Assessor informed the Board that to he sees no reason to waive the fees, but noted that he doesn't officially speak for the Assessors as a whole on this matter.

The Board determined that what has to be done here is a balancing act. First it must be determined whether the fees being waived are worth it for the 20 year PILOT commitment, and second whether there are any other alternatives for development of the site and payment for the back taxes if the town says no. Mr. Ricardelli noted that the land cannot be sold until the taxes are paid and that somewhere along the line someone must pay the taxes. Ms. Hutton informed the Board that she spoke with Tyngsboro about why they waived their fees. They told her it was due to the scale of the project, the potential for the PILOT and unlikeliness of other development of the site which was a Super Fund Site.

Appointments

Ms. Hutton started off by briefly outlining where the town stands on its appointments, including the ongoing need for an at large member for the GDRSD joint committee on amending the regional school district agreement. She noted that Mr. Metzler has informed her that the Advisory Board has a candidate in mind for their appointment to the joint committee, but is still finalizing their choice. From there Ms. Hutton gave the Board a list from the Town Clerk of Election Officers that require appointment.

Election Officers (1 year term)

Bette Amodei
Rosemary Kelley Boyle
Mary Dow

Hilde Heaton
William Murphy
Susan Tantillo

Lorraine West
Ann-Marie Wright

Election Warden (1 year term)

Robert Guernsey

Mr. Devlin made a motion to appoint the election officers as listed above and provided by the Town Clerk with terms to expire on June 30th, 2016. The motion was seconded by Mr. Leva and passed without objection.

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Update from NMCOG Pipeline Coalition

Mr. Ricardelli started off by updating the Board on where things stand with the pipeline currently and how the coalition is responding. He explained that scoping meetings will occur next and have to do with Federal Energy Regulatory Commission (FERC) and are to solicit input on how FERC is to analyze the impact of approving such a project. Mr. Ricardelli then provided the Board with the dates of these meetings and other handout materials. Three alternative routes must be proposed, one is the NH route, one is the route that runs through Dunstable, and one is the Highway based route. If FERC told them to go through Dunstable, then they have to go that way. If Dunstable doesn't become an "Intervener" then they lose the right to stop the pipeline. This process does not take place until the permit is actually applied for and then there are 21 days after the permit is applied for, for the town to become an intervener.

The Board noted that under the original permit the town was already filed as an intervener. Mr. Ricardelli stated that this has to be done again because it must be done after any permit is applied for and this will occur in September or October. Mr. Ricardelli said that becoming an intervener right now is an insurance policy in case FERC decides that Kinder Morgan has to use the Dunstable based route. He noted that NH has put up a lot of resistance so it is possible that the MA route through Dunstable could end up back on the table. Part of the NH issue is that the pipeline would be "co-located" on lines they have other services on like electricity. Plus the MA route is 8 miles shorter. Neither the government nor Kinder Morgan want to co-locate in most cases because of the risk of damage to other utility lines should something go wrong with the pipeline. Mr. Ricardelli also gave the Board some handouts of letters from other communities on the intervening issue.

Administrators Report

Ms. Hutton began her report by discussing with the Board the costs of her procurement officer training. The cost will be slightly greater than was anticipating during the budget season with about a total cost of \$5,500 for parking, mileage, hotel and registration expenses. Ms. Hutton further informed the Board that she found the cheapest options she could in light of the fact that the training is being done near the Statehouse in the Beacon Hill area of the capital. She also highlighted the fact that the rates she was able to obtain were the government rates, so they therefore are lower than the standard rate. While on this subject, Ms. Hutton noted that Dunstable doesn't currently have a travel reimbursement policy in regards to what is or is not reimbursable. In light of this, she reported that she spoke with the Town Accountant who provided her with a copy of the Town of Harvard's policy. Ms. Hutton recommended crafting a similar policy.

From there Ms. Hutton turned discussion to the topic of disposal of obsolete equipment. This relates to the issue of two vehicles that were transferred a number of years ago from the Police Dept. to the Highway Dept. The cruisers in question have sat unused and are now obsolete equipment. Recently they were joined in this status by the old Fire Chiefs truck which after many years of service finally reached a point where repairs and continued service was unfeasible. Ms. Hutton informed the Board that without an official policy in place the matter reverts to MGL which currently would permit the disposal of these vehicles without need for an auction due to their junk status. The Board responded by explaining that in the past an auction was the preferred method for dealing with this sort of equipment. Ms. Hutton elaborated that the vehicles at this point are of little value and would likely have to be scrapped regardless of how the town choose to divest itself of ownership.

Following that Ms. Hutton touched on the desire of the Fire Chief to use the vehicles for jaws of life training. The Board suggested giving the Fire Dept. the worse one out of the three for that purpose while perhaps attempting to auction of the other two. From there the Board asked Ms. Hutton to ascertain whether the vehicles in question are even working and what the town could expect financially if they tried to auction them off. Ms. Hutton responded to the Board that the town has the legal titles for all three vehicles and that she would look into the matter, but it is her opinion at this stage that given the state of the vehicles it is likely that the only real option for disposal by any party is to scrap them. The Board noted that if necessary they will agree to scrap the vehicles but in the meantime they would like to explore both options to attempt to maximize what if any funds the town can get.

The discussion then moved on to the revised packet. Ms. Hutton reported to the Board that she has modified the style of their packet to include a memo from her covering the agenda and highlighting important

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information. The Board noted that they appreciate the additional information which helps them to better understand what they are receiving in their packets. Ms. Hutton then discussed with the Board the need for maintenance in throughout the town, including the particular issue of the Town Hall furnace. She also updated the Board on the radio/repeater problem that the Fire Dept. is grappling with and noted she's tasked the Fire Chief with talking to the regional dispatch about how to solve this problem. She also highlighted her efforts towards finding grant options to help pay for this. Ms. Hutton then gave the Board some dates for the meet and greet event that the Board wishes to hold for social recognition of service to the town.

Minutes

There are four sets of minutes outstanding available for review and adoption. Ms. Hutton asked the Board to consider adopting the two from June. She noted that Mr. Alterisio saw them at the Boards last meeting and agreed to the Board adopting them at this meeting after Mr. Leva had a chance to review them. The Board agreed to adopt the minutes outstanding for June but decided to play the two sets from July in abeyance until their next meeting so that Mr. Alterisio would be present to review them.

Mr. Devlin made a motion to approve the minutes for June 24th and June 29th respectively as written. The motion was seconded by Mr. Leva and passed without objection.

Mr. Devlin made a motion to place the minutes for July 1st and July 15th in abeyance and to therefore table them until such time as the Board next meets. The motion was seconded by Mr. Leva and passed without objection.

Warrants & Mail

The Board reviewed its mail noting in particular a memo from the Town Clerk in regards to some legislation efforts in the General Court on the Open Meeting Law. These changes include lowering the fees towns may charge for freedom of information requests as well as forcing the towns to document conversations and discussions through Internet based platforms like email in a manner not before seen so that the public may see it and even comment on it online. These proposed reforms would be cumbersome and expensive for the town. Ms. Hutton asked the Board for permission to contact the Towns representatives in the General Court in regards to this matter.

The Board agreed that she should. The Board expressed concern as to the proposition of this, because it creates yet another layer of digital infrastructure that the town must pay for to be in compliance. Ms. Hutton then finished by touching on some topics that required Mr. Leva to sign in his capacity as chairman. These included a letter of understanding for the auditing firm and a grant application for the Council on Aging. The Board then reviewed and signed the warrants.

A motion was made to adjourn at 7:00pm by Mr. Devlin. The motion was seconded by Mr. Leva and passed unanimously.

Respectfully submitted by



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

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