

Town of Dunstable
Joint Meeting of the Selectboard & Advisory Board
Meeting Minutes
October 28, 2015
Town Hall, Dunstable, MA 01827

Convened: 6:03 pm

Present: Kenneth J. Leva, chair, Walter F. Alterisio, Daniel F. Devlin, members; Tracey Hutton, Town Administrator; Brian Rich, Fire Chief; Ron Mikol, chair, Dana Metzler, Harold Simmons, Pamela Crocker, Amie Stevens, Advisory Board; Joan Simmons, Planning Board; Lorraine Leonard, Town Accountant

Selectboard Reviewed & Signed the Following:

- Vendor Warrants
- Standard Commonwealth Contract for Council on Aging
- Standard Commonwealth Contract for Cultural Council

Open Forum

Mr. Leva spoke briefly about the purpose of the open forum and briefly discussed the agenda noting that the principle focus of this meeting is to review and approve the warrant for the special town meeting. Seeing no members of the public in attendance the Board dispensed with the open forum.

Fire Chief's Article (Article 4)

The Board explained that this article was being taken out of sequence for consideration so that both boards would have an opportunity to speak with the Fire Chief. The figure for this article is approximately \$30,000. \$10,700 of it is to replace equipment that has already been purchased. The rest of the money would be used towards getting a repeater up and running near the Kennedy Farm on a special telephone pole. This project would involve a six-year contract with National Grid for the pole placement. This is to improve radio communications for the town's emergency response. We are currently at less than 40 percent coverage. There was some question as to whether estimates were sought for this. The Fire Chief explained the process that the town will have to go through with National Grid. He also elaborated on the location, which is on High St. That location exceeds all other locations considered and would provide the best coverage. They considered Forest Hill, but that location was not as good as was originally thought.

This location is one that can be enhanced in the future. Now that we know we can do this with National Grid, it appears that the town can do 4 telephone pole options like these rather than 90-foot towers. The Advisory Board noted that they support this article, however, they cautioned that based on some of the other articles that may or may not receive funding, they cannot be certain as to the availability of funds. Other costs to factor in would include the snow and ice deficit, the need to purchase a plow for the Highway Dept., and several other needs. They feel that Free Cash will need to be over \$200,000 going into the planning of Fiscal 17 and therefore urged the Board to critically look at the articles on the warrant to consider what we should expend resources on. Advisory Board further urges considering what are priorities and what are not for this. The Fire Chief urged the Board to support this article noting that it is a priority for public safety. The Board determined that they supported the article and citing Advisory Board's tentative support thanked the Chief and moved on.

General Discussion of the Warrant Articles

The Boards agreed to go article by article, briefly discussing and approving each. Article 1 was determined to be a housekeeping measure and both boards agreed in supporting the article. Article 2 was similarly a housekeeping measure as it pertained to authorizing the Board of Assessors to negotiate a PILOT. Ms. Hutton noted that at the past meeting the Board favored keeping Article 3 for boiler repair. This would take \$40,000 out of Free Cash for a just in case scenario. Currently it appears that the boiler may be repairable and the town already has \$10,000 allocated that may be used towards this end. Ms. Hutton elaborated on the state of the

Approved and adopted on 12/2/15

boiler, noting that it appears fixable but there are no guarantees. There is an outside chance, she noted, that attempting to fix the boiler will risk failure. Advisory favors going forward with repair efforts, and feels that the article can be left out. They suggest using the \$10,000 already allocated in the budget, and taking the article out entirely. The Board noted that these funds will likely only repair the boiler long enough to keep it going through this winter season and suggested that if we proceed on this course we take action this summer to replace. Specifically that we go through the budget process to allocate funds for a full repair. Ms. Hutton noted that if we fix it and the boiler is okay, with regular maintenance, it could be kept going for some time. The Board responded that they would like a more definitive answer as to how long the boiler can go with these repairs. Ultimately, the Board agreed with Advisory to remove Article 3.

Both boards noted that Article 4 was discussed earlier with the Fire Chief. From there they turned to Article 5 which had to do with stormwater and a collaborative with NMCOG. The Board and Advisory agreed to support this article. Article 6 involves a transfer of funds for the water department. Advisory supports this article as a housekeeping measure. Articles 7 and 8 have to do with the water system contingency plan for emergency failure of the system. This is required by CMR 310 22.04(13). There was some question as to where the funds for these articles could be taken out. Advisory felt that the funds could be taken out of the special projects funds. Ms. Hutton noted that it does not appear that they could use that source of funds. This is a project not generally covered by the special projects fund. Further, the town has a repair and maintenance fund and when you have such a fund you ordinarily would not use the special projects funds for something like this. The Board expressed the opinion that there is a responsibility by the town to put this in place. Additionally, the Board recommended going over these three articles together since they are interrelated.

There was further discussion of the contingency plan, including the tanks, the process by which the town would respond, and how a failure would impact the community. Ms. Hutton elaborated as to why the measure was done the way it was including time sensitivities and weather concerns. The funds to put this plan in place were taken out of the operating fund and these articles will help make that account whole (Article 7's cost is \$5,518). Advisory Board prefers to defer this decision until they receive more information from the Water Dept. because they want to preserve Free Cash. The Board made clear that this article has nothing to do with a re-design or revised water system and is purely a contingency. DEP requires this plan be in place.. Advisory voted in favor of supporting the article. The Board agreed. Discussion then turned to Article 8. This article involves the establishment of a water stabilization fund that will be funded from the existing stabilization. Ms. Hutton noted that this article sets aside a portion of the existing stabilization. There is just over \$300,000 in stabilization currently. This article would authorize setting aside funds, essentially earmarking them from the existing stabilization. There is no reflection on Free Cash. Ms. Hutton noted that the wording of this article is what it is based on the advice and opinions of Town Counsel and the Town Accountant. Advisory asked that the article's wording be clarified to ensure it is connected to the contingency plan. The Board agreed. Ms. Hutton reminded the boards that the warrant must be posted by Tuesday.

Article 9 involves the library and is to fix an issue with ingresses and egresses. The article was originally \$10,000, but the figure has been reduced to \$7,000. The Library feels they can come up with the \$3,000. Advisory Board originally decided to defer this. There were questions as to whether this could be done under the normal budget. Ms. Hutton explained why this is being done and why Capital Planning recommends moving forward. She elaborated further on the Library's problem and why an architect has to design a solution in this case. The Board noted that there is currently, the possibility of a dangerous situation developing. Ms. Hutton responded that she's working with the Fire Chief to work out a solution for this winter, but this needs to be dealt with for next year. Advisory voted in favor of supporting the article. Article 10 involves a repair to the Town Hall's elevator. Advisory is in favor of deferring this article. They feel that the price is rather high, considering the elevator floor is all of 15 feet. Advisory wishes to seek alternative prices. Ms. Hutton noted we are due for inspection of the elevator and if the elevator is deemed to fail, the Town Hall will be closed. Capital Planning has attempted to get other quotes, but has had difficulty. The Board favors leaving the article in with its current number, noting that the number could be changed on the floor. It was agreed that alternate quotes would be sought between now and the special town meeting.

Article 11 involves the acceptance of open space. This is a routine matter and the town has already accepted the land, this article is simply ratification. Both boards support it. Article 12 relates to paying off the snow and ice deficit. Advisory has focused on using the 3 year amortization that is allowed by the Commonwealth. The

Approved and adopted on 12/2/15

mapping. She noted there may be money in the technology budget to pay for this. This is a tool that has been developed to help towns with GIS. Ms. Hutton has used it for mapping and it is an okay tool for what it does. The price is right, about \$2,000, and will go a long way towards showing the town is working on stormwater. Ms. Hutton further updated on some meetings and trainings for stormwater that she and Ms. Stein, the Stormwater Consultant, are working on. On Monday night, Ms. Hutton will be meeting with Planning Board to discuss the community compact and talking Master Plan. She then noted some MMA topics, after that she finished by asking the Board if the town could close the Town Hall on Black Friday since all three employees here on Fridays are intending to take vacation time. The Board had no problem with allowing this closing. While on the topic, the Board decided to discuss closing on December 24th for Christmas Eve. It was determined that the town would have a half-day.

A motion to close the Town Hall on Black Friday was made by Mr. Devlin, and seconded by Mr. Leva. The motion passed unanimously.

A motion to have the Town Hall operate for a half-day on December 24th was made by Mr. Alterisio and seconded by Mr. Devlin. The motion passed without objection.

Ms. Hutton finished her report by asking the Board to make two final motions, one to reject the bids for the boiler replacement and one to authorize the Conservation Commission to spend funds out of the Wetlands Protection fund. The Board agreed. She also briefly discussed two standard Commonwealth contracts that required Mr. Leva to sign as chair. One was for Cultural Council and the other for Council on Aging.

A motion was made by Mr. Alterisio to reject the two bids that were received by the town. The motion was seconded by Mr. Devlin and passed without objection.

A motion was made by Mr. Devlin to authorize the Conservation Commission to spend the sum of \$150 out of the Wetlands Protection fund. The motion was seconded by Mr. Alterisio and passed unanimously.

Special Town Meeting Timeline

There was some light discussion of the timeline for the special town meeting. The Board determined they will meet for a final meeting on the warrant at 8pm on Monday to do this. The special town meeting will be on November 17, 2015 at 7pm. The Board further determined that they will conduct a full meeting on Monday starting at 8pm and will not hold a meeting on November 4th.

Town Hall Use Requests

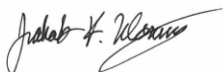
There were two requests for use of the Town Hall, one from DYAA and one from the 2nd Massachusetts Regiment.

A motion was made by Mr. Devlin to approve the DYAA application and seconded by Mr. Alterisio. The motion passed without objection.

A motion was made by Mr. Devlin to approve the 2nd Massachusetts Regiments application. The motion was seconded by Mr. Alterisio and passed without objection.

A motion to adjourn at 7:53 pm was made by Mr. Devlin and seconded by Mr. Alterisio. The motion passed unanimously.

Respectfully submitted by



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

Approved and adopted on 12/2/15