

Town of *Dunstable* Selectboard
Meeting Minutes
June 1, 2016
Town Hall, Dunstable, MA 01827

Convened: 6:30 pm

Present: Daniel F. Devlin, chair, Walter F. Alterisio, Leah D. Basbanes, member(s); Tracey Hutton, Town Administrator; Christine Muir, Advisory Board; James Downes, Police Chief

Selectboard Reviewed & Signed the Following:

- Warrants & Payroll
- Westford Street CR

Open Forum

Mr. Devlin briefly explained the purpose of the public forum and went over the Boards agenda which included use of town property requests, the LAND grant application, a Police Department update, annual appointments, and a pipeline project update.

LAND Grant

Ms. Hutton updated the Board on the resolution before them which comes from the Conservation Commission. This grant application is under the Commonwealth's Local Acquisitions for Natural Diversity (LAND) program and involves the purchase of a Conservation Restriction on property owned by Lauren M. Chaney on Westford Street. The Board noted that the funds for the purchase of this CR were authorized at the Annual Town Meeting. Ms. Hutton asked the Board to sign the resolution and accompanying paperwork. The Board agreed.

A motion was made by Mr. Alterisio to sign and approve the resolution and accompanying materials in order to complete the application for the Westford Street CR. The motion was seconded by Mr. Devlin and passed by majority vote.

Police Department Update

Ms. Hutton started off discussion by noting her close work with the various departments of the town in the past 11 months, including her work with the Police Department. This has focused on budget and personnel related matters. From there the Board turned to the Police Chief and requested an update and general review of department activity. There was also a follow up request that the Chief discuss the requested budget adjustments. Chief Downes started off by acknowledging the challenging nature of the budget process this year and gave some credit to Ms. Hutton noting that the budget was completed with her help and direction. From there discussion turned to the matter of formal reporting protocol. The Chief told the Board that he would prefer formal reporting protocol to remain with the Selectmen directly. The Board saw no obvious reason to change it and determined that the protocol would remain unchanged. The Board then noted that at the Annual Town Meeting Chief Downes reported some overtime funds were being used to support state mandated training. While the Board is not interested in micromanaging police operations, the Board urges caution on spending appropriations for scenarios that would be unlikely to occur in Dunstable. An example of such an unlikely scenario might include the Ferguson Riots which occurred in Kansas City. From there the Chief updated the Board on the general status of relations within the department. He noted that moral is good and further reported that quarterly meetings held to review any issues that could affect operations have been moved to a semi-annual schedule at the request of the department. The Board thanked Chief Downes and the Police Lieutenant for their service and contribution to the community.

Approved and adopted on 6/29/16

Pipeline Update

Ms. Hutton reported that correspondence has been received announcing that the Tennessee Gas Pipeline has been formally withdrawn from FERC. The application for construction on the proposed pipeline from the New York State line to Dracut, MA has been abandoned at this time. The Board was pleased to hear the news and formally extended thanks to Robert Ricardelli who represented Dunstable's interests in opposing the project.

Elder Director

Ms. Hutton informed the Board that a resignation has been received from Ruth Tully the town's Elder Director. Ms. Tully's service extends 35 years as Elder Director and her departure from the town is done in order to retire. The Board recognized Ms. Tully's tireless dedicated service noting that she will no doubt be missed. Her work has had an impact on the community that will likely endure into the future. Ms. Hutton informed the Board that the Council on Aging would like to nominate Anne Fenochetti as Ms. Tully's replacement. The Board accepted Ms. Tully's resignation and agreed with the Council on Aging's request to accept Ms. Fenochetti as the new Elder Director.

A motion was made by Mr. Alterisio to accept the resignation of Ms. Tully and confirm Ms. Fenochetti as Elder Director. The motion was seconded by Ms. Basbanes and passed without objection.

Appointments

Ms. Hutton directed the Board to a list of annual appointments. These initial appointments mostly cover town officers and staff. Ms. Hutton noted that letters have been sent out to various committee, commission, and board members whose terms are expiring this year asking whether they wish to be re-appointed. Those who do will be put before the Board at the Board's next regularly scheduled meeting. The Board agreed to the appointments, but determined to hold out the appointments of David Sweet, the Electrical Inspector, and David Sweet II his alternate. The Board asked Ms. Hutton to schedule Mr. Sweet on next meeting's agenda. The Board also decided to appoint Ms. Hutton as the ADA Coordinator instead of Mr. Devlin.

Annual Appointments 2016 – One Year Term

John Greenhalgh – Animal Control Officer
Jon Crandall – Emergency Management Director
Lorraine Leonard – Town Accountant
James Dow, Sr. – Gas & Plumbing Inspector
John Cryan – Alternate Gas & Plumbing Inspector
Brian Rich – Fire Chief
Dana Barnes – Building Inspector
Harry Cullinan – Alternate Building Inspector
Dana Barnes – Zoning Enforcement Officer
Harry Cullinan – Alternate Zoning Enforcement Officer
Leah Basbanes – Nashua River Wild & Scenic River Study Com.
Daniel St. Jean – GDRSD Agreement Amendment Committee
Christine Muir – GDRSD Agreement Amendment Committee

Annual Appointments 2016 – One Year Term

Tracey Hutton – ADA Coordinator
Jakob Voelker – Assistant Treasurer
Jakob Voelker – Assistant Tax Collector
Tracey Hutton – Personnel Administrator
David Tully, Sr. – Dunstable Rep. to LRTA
Walter Alterisio – Dunstable Rep. to NMCOG
Robert Kennedy – Fence Viewer & Field Driver

A motion was made by Mr. Alterisio to approve the appointments as amended and modified. The motion was seconded by Ms. Basbanes and passed unanimously.

Building Use Requests

Ms. Hutton presented the Board with two applications for use of the Town Hall. The first is by the Council on Aging to use the Grange Room for a line dancing class to be held Monday mornings between 10:00 am and 11:00 am from September until November of this year. The second application is from the Morgan Babcock Scholarship Trustees seeking use of the Town Hall for a meeting to be held on June 2nd, 2016.

Approved and adopted on 6/29/16

A motion was made by Mr. Alterisio to approve the application by the Council on Aging for use of the Town Hall. The motion was seconded by Ms. Basbanes and passed without objection.

A motion was made by Mr. Devlin to approve the application by the Morgan Babcock Scholarship Trustees for use of the Town Hall. The motion was seconded by Mr. Alterisio and passed without objection.

FY 2017 Budget

Ms. Hutton started out by informing the Board of the next meeting of the Advisory Board, which is scheduled for June 2nd. The Advisory Board is in the process of finalizing the proposed and no override budgets. From there discussion turned to the target amount for the revised override. This figure will be \$475,000 in contrast to the original override request of \$1.1 million which failed at the Annual Town Election. The School District has since submitted a revised assessment, which with the work of the Advisory Board, resulted in the new override figure. The Board finished discussion on this topic by noting that a joint meeting with the Advisory Board will be held on June 3rd to finalize matters before going to the Special Town Meeting and the Special Town Election.

Minutes

The Board considered the minutes from May 18th. Seeing no necessary changes the Board agreed to approve the minutes as written.

A motion was made by Mr. Alterisio to approve the minutes of May 18th, 2016 as presented. The motion was seconded by Ms. Basbanes and passed unanimously.

Warrants & Mail

The Board reviewed the vender and payroll warrants and went through their mail.

A motion to adjourn was made by Mr. Alterisio at 8:45 pm. The motion was seconded by Ms. Basbanes and passed unanimously.

Submitted by *Walter Alterisio*, Member

Approved and adopted on 6/29/16