

Town of *Dunstable* Selectboard
Meeting Minutes
August 24, 2016
Town Hall, Dunstable, MA 01827

Convened: 6:31 pm

Present: Daniel F. Devlin, chair, Walter F. Alterisio, Leah D. Basbanes, member(s); Tracey Hutton, Town Administrator; Lieutenant James Dow, Police Department

Selectboard Reviewed & Signed the Following:

- Vendor & Payroll Warrants
- Standard Commonwealth Contracts for Grant Funds
- Interim Chief of Police Contract

Open Forum

Mr. Devlin briefly explained the purpose of the public forum and went over the Boards agenda which included a resignation, an update on the police cruiser bid opening, and approval of the interim police chief contract.

GDRSD Sustainability Advisory Committee

Ms. Hutton reminded the Board that a Selectmen's representative or designee for the Sustainability Committee still needs to be determined. The meetings for this committee will be 3 hours long and will start early in the mornings on weekdays at the Prescott Building in Groton. This committee requires a great deal of time investment so any choice should be willing and able to make the commitment. GDRSD continues to look for members. Ms. Hutton reported she will be meeting with the Superintendent and the Business Director. The Board expressed some concern again about what sustainability means in this context. The Board noted that there was no interest by the GDRSD Agreement Amendment Committee to address the issue of sustainability. It appears, in addition, that the School Committee has no interest in discussing this topic fully with the town. Ms. Hutton reported that she has reached out to the Superintendent and was unable to get answers to the Board's inquiries as to what sustainability means in this context. There was some discussion as to the situation with the Superintendent leaving the district in December, and what the resulting impact would be.

Discussion then turned to how to communicate what Dunstable sees as sustainable for the town and what approach should be taken. Until there is an indication that Dunstable is being considered, and responsiveness is achieved, there is a question as to what is hoped to be accomplished. However, the Board does not want to default to simply not taking action and therefore not having a say. But it should be noted that the town has made many attempts to express its opinions on this matter and to ask for and to provide information. Attempts at an exchange have been made. It is perfectly possible that things have been misunderstood or simply lost. But it is important to understand what is being done so that the public may be informed. If increases continue to be 4 to 6 percent then the matter of sustainability for both towns must be determined. While de-regionalization is not the preference, sustainability must include not only what Groton can pay, but what Dunstable can pay. Ms. Hutton noted that the meeting times for this proposed committee were determined prior to any consultation with Dunstable and as a result the time periods selected are not conducive to the Advisory Board members. Which, she continued is critical because they likely should have someone present.

The Board responded that while it may be possible that one of the Board members might be able to make themselves available, there is still the issue of the Advisory Board having someone who can attend, and the matter of the mandate for this committee being vague. Ms. Hutton agreed stating she would talk to the Superintendent further about this. Currently Ms. Hutton is scheduled to have a meeting with Superintendent Rodriguez and the schools Business Director soon. The Board outlined some questions to be asked specifically regarding finances and a few other related matters. This included the scope of the committee, the replacement of the Superintendent, whether an interim will be hired, and when the numbers for FY18 will begin to be

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discussed. Ms. Hutton also agreed to inquire about when this sustainability committee would expect to start holding meetings. Discussion then turned to exactly how the Superintendent's replacement will be determined. The Board would like to see strategy on how the district is going to move forward. Ms. Hutton expressed confidence that she will be able to get answers for some of these questions and expects her meeting with Superintendent Rodriguez to be prior to the Board's next meeting.

Update on Police Cruiser Bid Opening

Ms. Hutton reported that three bids were received. The apparent lowest bidder appears to be Bonnell Ford at \$33,300. There is a clause in Bonnell's bid which needs to be considered further before the bid may be accepted. The clause involves a question as to the rear seats in the cruiser. Otherwise the next lowest bid may need to be considered. The bids have been opened, are being taken under advisement, and are simply pending. Given the process, the lowest bidder wins automatically assuming they meet the specifics of the bid request.

Approval of Interim Police Chief Contract

Ms. Hutton reported that the contract is ready for the Board's approval and once so approved will be sent to the town's Labor Counsel for approval as to legal form. Ms. Hutton further reported that there have already been requests received from the public to see the contract. However, the contract will not be released publicly until it is signed and approved by all relevant parties. Lt. Dow will need to sign the contract once he returns from vacation assuming he is in agreement. The Board having previously considered the contract was in favor of approving it and proceeded with signing the contract.

A motion was made by Mr. Alterisio to approve and assent to the Interim Chief of Police contract as presented. The motion was seconded by Mr. Devlin and passed unanimously.

Appointments & Resignations

Ms. Hutton informed the Board that Paul Cushion, the custodian for the Town Hall, has submitted his notice. After 8 years of service Mr. Cushion has informed the town that he intends to leave his position after August 28th. Ms. Hutton reported that various replacement options are being considered including exploring the Trash & Recycling Custodian taking over as custodian for the Town Hall. The Board formally thanked Mr. Cushion for his years of service and dedication to the town. Ms. Hutton then reported to the Board that Cultural Council has requested the re-appointment of Laura Tully-Rothman. The Board agreed to do so.

Laura Tully-Rothman is appointed as a Councilor for the Cultural Council Term Expires: June 30th, 2019
Motion by Mr. Alterisio, seconded by Ms. Basbanes, passed without objection

Wages, Personnel Board, & Dept. Head's Meeting

The Board briefly went over the Dept. Head's meeting that was held on August 10th, and where things stand. Ms. Hutton noted that it was determined at the Board's last meeting to let the Personnel Board finish their work and then for the Board to subsequently do due diligence. She then reported that the Personnel Policy needs to be reviewed again in its draft form with some of Labor Counsel's recommendations taken into consideration and stated she would speak with Dept. Head's further. She also noted that some members of the Board have been meeting with individual employees that have reported concerns with the process so far. It was agreed again that the process should be allowed to complete and due diligence then be done by the Board. Ms. Hutton noted that some of the recommendations of the Labor Counsel may not go over well, and resolution of some details may be tricky. This includes the issue of overtime.

The federal standard is to pay overtime after 40 hours are worked. One of the town's departments is calculating overtime over 8 hours worked in a day. Labor Counsel recommends adopting the federal standard. The Board inquired as to the Police Union. Ms. Hutton reported that due to the shift issues, things are handled in accordance with the contract. Whether or not the town should follow Labor Counsel's recommendations is up to the Board. The Board stressed that fairness and equity need to be considered. The concept is to have a

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universal policy that is fair. The town can no longer negotiate with individual fiefdoms. The Board finished by concluding that there need to be town wide standards not unique and individual deals with each department.

Administrators Report

Ms. Hutton started off by reporting on her efforts to schedule a Personnel Board meeting. They will be meeting at 6:00 pm on Monday, August 29th. She has spoken with three members and there should be a quorum. She then turned to reporting on the consultant's report on de-regionalization. Ms. Hutton stated that she will provide copies of the report to the Board prior to any meetings where the report is discussed. She will then set up a meeting that will include the town's two school committee members and the appropriate school district officials. From there Ms. Hutton reported to the Board that there has been a request from the public that the Town Administrator begin to provide some kind of update on projects going on in town that flow through her office. Ms. Hutton is in favor of doing this to keep the public informed and proposes posting it on the town's website. The Board was in favor. She then turned to the issue of electrical inspections. The inspections are being done, but do not appear to be going into the system and this is causing issues for the Building Inspector in issuing occupancy permits and completion is preventing the Electrical Inspector being paid. The problem appears to be in part due to the inspector's current health situation. Ms. Hutton requests direction on how to act on this and elaborated on efforts she's made so far, but the situation persists. The Board inquired as to whether the Inspections Secretary could act. Ms. Hutton reported there are legal implications that would prevent her. The Board agreed to reach out to the Electrical Inspector to see if something can be done.

Boy Scout in Attendance

Ms. Prescott addressed the Board to introduce her son and explain that he is working on earning a badge which required him to attend a town meeting as part of the process. The Board welcomed the young Mr. Prescott and each member explained their role on the Board and what the Board does and what Ms. Hutton and the Board's Administrative Assistant do. The Board was very pleased to have Mr. Prescott in attendance and wished him well on earning his badge.

Minutes

The Board considered the minutes for August 10th, 2016 (there were two sets one for the Department Head's meeting and the other for the Board's regular meeting). Ms. Hutton noted the Executive Session minutes have not been included since they cannot be released as public record until the contract has been concluded. An error on the Department Head's meeting was noted and corrected. The Board determined it would adopt the minutes.

A motion to accept the minutes for the Dept. Head's meeting held on the morning of August 10th, 2016 as amended was made by Mr. Alterisio. The motion was seconded by Mr. Devlin and passed unanimously.

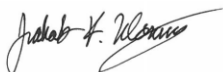
A motion to accept the minutes as drafted for the regular meeting held by the Board on August 10th, 2016 was made by Mr. Alterisio. The motion was seconded by Ms. Basbanes and passed without objection.

Warrants & Mail

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

A motion to adjourn was made by Ms. Basbanes at 7:20 pm. The motion was seconded by Mr. Alterisio and passed without objection.

Respectfully submitted by



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

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