

Town of *Dunstable* Selectboard
Meeting Minutes
April 5, 2017
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; James Dow, Chief of Police

Selectboard Reviewed & Signed the Following:

- Vendor & Payroll Warrants

Open Forum

Mr. Devlin explained the purpose of the public forum and went over the Boards agenda which included accepting a Resignation, a Wetlands Protection Act Fund Request, and Final Approval and Signing of the Annual Town Meeting Warrant.

Wetlands Protection Act Fund Request

Ms. Hutton started off by explaining the purpose of the request by the Conservation Commission to the Board. Conservation is requesting \$4,600 from the fund for the writing and completion of several Conservation Restrictions on properties in Dunstable. These funds will be used to cover the legal costs of having the current Town Counsel finish the CR's. The Board noted using these funds, as allowable by law, is preferable to dipping into the Reserve Fund. With that in mind, the Board proceeded.

A motion was made by Mr. Alterisio to approve the request for Wetlands Protection Act Funds as requested by Conservation for the purposes of paying for the completion of CR's. The motion was seconded by Mr. Devlin and passed by majority vote with one abstention by Ms. Basbanes.

Annual Town Meeting Warrant – Review & Signing

Ms. Hutton went over the final draft of the warrant for the ATM. Article 1 involves various reports, Article 2 covers supplemental appropriations, Article 3 involves using a small sum of free cash and the funds obtained from the sale of surplus emergency vehicles to supplement donations to the Summer Concert Series. Article 4 involves FY17 transfers. Article 5 authorizes the town to put monies into the reserve fund. Article 6 is the CPC article. Article 7 involves transferring monies from the water enterprise fund into the water repair fund. Article 8 involves the salaries of elected officials, principally Selectmen, Assessors, and Town Clerk. Article 9 was added for the Police Union's collective bargaining agreement in case it is ready for acceptance by the time of the meeting. The Board asked for clarification. Ms. Hutton elaborated further on how the article would work assuming an agreement is reached. If it is not reached on time, the matter will have to wait until the town's next meeting. The Board noted that there is currently a high probability of a Special Town Meeting in the fall. This lead to some discussion regarding how such a scenario would work. There was then a question regarding how long the agreement would last. Ms. Hutton stated the town aims for 3 year agreements.

Discussion then turned to review of a few modest cosmetic changes concerning formatting. Ms. Hutton briefly updated the Board on the Capital Plan which will be included in this year's Annual Town Report. She also highlighted the slides being prepared for the meeting. Returning to discussion of the articles, Article 10 involves the operating budget. Article 11 covers Chapter 90 funds. Article 12 involves a transfer to stabilization. Article 13 is for engineering for the water system, specifically to replace the towns aging hydropneumatic tanks. Article 14 covers the purchase of a new Fire Engine. Article 15 involves purchase of a new plow and sanding truck for the Highway Dept. Article 16 covers the cost of engineering for sidewalks as required by MassDOT and as part of the Main Street Reconstruction Project. Articles 17, 18 and 19 relate to the establishment of new revolving accounts with Article 19 specifically establishing a Revolving Fund By-
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law. Article 20 involves Water Department operational funds. Article 21 regards a transfer from the water enterprise fund for repairs to Water Department equipment. Article 22 is a free cash transfer. Article 23 relates to the enactment by the town of CPC recommendations. Article 24 involves the acquisition of the Kendall Cranberry Bog property. Article 25 relates to the acceptance of amendments to the GDRSD agreement. Article 26 will make the Parks Commission appointed. The Board inquired as to what would happen with the Recreation Commission. Ms. Hutton elaborated that the Recreation Commission would be abolished and a new appointed Parks Commission would be established. Currently there is some overlap between membership on both commissions, so that will need to be sorted out as well. Article 27 rescinds unused borrowing authority. Article 28 covers the adoption of the new Streets & Ways By-law as well as the repeal of the current Street Excavation & Driveway Entrance By-law. This prompted some discussion of some proposed by-laws, like Article 28, which would cover some sort of enforcement in them.

It was noted that some of the parties which are seeking enforcement capabilities have not previously wielded enforcement authority. Ms. Hutton noted that there will be some education with those parties on this topic assuming the by-laws pass. Article 29 is the result of a request by the Town Clerk to change write-in candidate eligibility. Article 30 changes the term of the Town Moderator from a one year term to a three year term. Article 31, like Article 29, is also the result of a request by the Town Clerk. It will change the day of the Annual Town Election from the third Monday in May to the third Tuesday in May. Article 32 involves changes to the towns zoning regarding solar energy systems. Article 33 involves the Community Housing By-law. The Board noted some of the impact this change will mean for the town. Some of these changes are the result of events that have shown weaknesses in the by-law. But the primary change is moving the by-law from General to Zoning. Article 34 constitutes a temporary moratorium on marijuana establishments in the town. Finally, Article 35 covers the latest plank in the Stormwater process. The town has been adopting by-laws to deal with Stormwater in response to Federal requirements. The Board concluded discussion of the warrant by highlighting last year's change to the Town Meeting By-law allowing the Annual Town Report to be made available rather than delivered to each household. The Board noted that it had unfortunately delivery become a burden on the Boy Scouts and mailing the reports was just too expensive. The Annual Town Meeting will be held on May 8th, 2017 at the Swallow Union Elementary School at 7:00 pm.

A motion was made by Mr. Alterisio to close the warrant and approve it in its final form. The motion was seconded by Ms. Basbanes and passed unanimously.

Appointments & Resignations

The Town Clerk informed the Board, in writing, of the resignation of William Jennings from the Affordable Housing Committee. The Board thanked Mr. Jennings for his service. Ms. Hutton noted that the committee has enough members to continue holding meetings and working. Seeing no reason not to move forward with accepting the resignation, the Board did so.

A motion to accept Mr. Jennings resignation from the Affordable Housing Committee was made by Mr. Alterisio and seconded by Ms. Basbanes. The motion passed without objection.

Administrators Report

Ms. Hutton started off by reporting to the Board that the town will be changing its vendor for lawn care for town buildings. The previous vendor was asked to provide a quote to the town for lawn maintenance for the 2017/2018 seasons. Unfortunately, there was no formal response. As a result, a different vendor has been selected. She then reported that the Annual Town Report is nearly done. It will be sent to the printer on Friday the April 7th. The Capital Plan will be included in this year's report. Ms. Hutton then turned to the annual reviews. She has sent notices to all department heads and appointing authorities reminding them of their obligations. She then noted that the Board has the responsibility to do evaluations for the Police and Fire Chiefs as well as the Board's Administrative Assistant. She inquired whether the Board wanted to delegate to her the responsibility to do the reviews or not. The Board determined that this would be acceptable for the Administrative Assistant, but decided that the reviews of the Chief's would be done jointly with Ms. Hutton. Ms. Hutton then reported on the Town Hall's boiler. There was a small fire. Only half of the boiler may be

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turned on per the Gas Inspector at this time. There is also a leak that's been discovered in the backflow device. Ms. Hutton is working on repairs.

She then turned to a request regarding moving the memorial benches around the Bandstand. Ms. Hutton has consulted with David Tully, the Highway Superintendent. There is some thought that the benches were dedicated to specific spots. The Board disputed the notion that they were dedicated to their spots. It has been proposed that the benches be moved. The Board saw no reason not to pursue moving the benches. It was noted that the benches sort of appeared and were not entirely approved. So there certainly wasn't any specific dedication to their current locations. Ms. Hutton then turned to reporting on an idea of how to bring the community together and provide information. Tewksbury has a special group that does a brown paper lunch at the town library where the public can join. The idea is to facilitate a situation where people may approach town officials and various people involved in the town to learn about things happening in the town. The Board was in favor of the idea, but expressed a desire to see the event possibly televised.

Ms. Hutton stated she would talk to Mr. Callahan about possibly filming them and what options there are. Ms. Hutton then turned to reporting on the inspection of 91 River Street. There are a few things that need to be addressed. Of greatest concern is a basement bedroom. The extra bedroom has several implications both for the septic system and for fire. The Board expressed concerns around liabilities faced by the town and noted that this is another reason as to why towns should probably not be in the business of being landlords. The Board noted that if in fact there is a report that basically says that based on the state of the structure it should be shut down, the Board would consider ending the leasing of the property. Ms. Hutton agreed to speak with the Zoning Enforcement Officer as well as the Chiefs regarding how to go about doing this. Ms. Hutton then turned to a question of postponing the Executive Session since Mr. Alterisio had to leave the meeting early. It was agreed to postpone the matter until the Board's next meeting.

Police Department Update

Ms. Hutton started off with a brief report on the staffing needs of the Police Department. Chief Dow then took it from there. He reported that the department is looking to hire a few part timers, and is currently interviewing. He also noted some trees that are beside the Police Station. An abutter has asked that the town to consider removing them. She feels they are encroaching on her property. Chief Dow has suggested pruning. The abutter would prefer to remove the trees. The Board suggested determining what the exact property line is before any further action is taken.

Minutes

The Board considered minutes for March 15th, 2017 and March 22nd, 2017. Seeing no necessary changes or modifications the Board determined to approve the minutes as drafted.

A motion to approve the minutes of March 15th, 2017 as written was made by Mr. Alterisio. The motion was second by Ms. Basbanes and passed without objection.

A motion to approve the minutes of March 22nd, 2017 as written was made by Ms. Basbanes. The motion was seconded by Mr. Alterisio 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 7:15 pm. The motion was seconded by Mr. Alterisio and passed without objection.

Respectfully submitted by
Approved and adopted on 4/26/17



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

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