

**Town of *Dunstable* Selectboard**  
**Meeting Minutes**  
**July 12, 2017**  
**Town Hall, Dunstable, MA 01827**

**Convened:** 8:00 pm

**Present:** Walter F. Alterisio, chair, Leah D. Basbanes, vice chair, Ronald J. Mikol, member; Tracey Hutton, Town Administrator; James Dow, Chief of Police

**Selectboard Reviewed & Signed the Following:**

- Vendor & Payroll Warrants

**Open Forum**

Mr. Alterisio explained the purpose of the public forum and went over the Boards agenda which included Appointments, Use of Town Property Requests, Naming of the Swallow Union Playground, Discussion of a Town Center Overlay District, and two Joint Meetings held Just Prior.

**Naming of the Swallow Union Playground**

Ms. Hutton started off by explaining that the new playground being built to replace the existing playground behind the Swallow Union School has not been formally named. The Parks Commission has asked the Board to do the naming. So far it has been referred to as the Swallow Union Playground. The Board determined that since the playground won't be finished until the fall it would consider the matter further prior to choosing any names.

**Town Center Overlay District**

Ms. Hutton presented the Board with a draft copy of the proposed Town Center Overlay District as well as the proposed schedule for a fall Special Town Meeting where the district would ideally be adopted. She elaborated on the language of the draft and highlighted several portions of it. She indicated that she intends to have the document ready by the end of July for release to the public. She then asked the Board for comments. The Board noted some definitions and what they mean. Ms. Hutton elaborated on what kinds of businesses would be allowable. The Board proposed some clarification to what sorts of businesses would be allowable and whether they would be services or not. There was then discussion of the types of buildings that could be developed, such as multi-unit buildings and whether they would allow for more than one business. Discussion then centered on some of the zoning changes this would entail and how it would impact existing Zoning By-Laws. Ms. Hutton elaborated further on the language being used in the draft so far. She explained that she was focused primarily on readability and used concepts and ideas that have been mooted in the past.

There was discussion about the lot requirements and different amenities. The Board inquired as to how this plan compares to other towns and what they allow. Ms. Hutton stated that the meat of what it will look like is in the site plan rules. These are already being created and under initial review by Town Counsel. From there she turned discussion to the schedule she's drawn up for the whole process. The schedule is tight, but doable for a Special Town Meeting in the fall. She will provide the site plan rules to both the Board and the Planning Board once they return from Counsel. Full legal review will then occur after both boards have had a chance to review it. Ms. Hutton then elaborated on connected matters, such as liquor licensing, and so forth. Some of it, like liquor licensing, will require working with the Commonwealth. The meetings about these topics will be interwoven with the Overlay District. She hopes to focus on the desire of the town to change the town's center to make it more vibrant. These ideas are in response to what is coming out of the Master Plan Committees public meetings.

*Approved and adopted on 7/26/17*

## **Appointments & Resignations**

Ms. Hutton started off by providing the Board with the notice from the Town Clerk regarding the resignation of Nancy Chaney as a full member of the Zoning Board of Appeals. The Board recalled being informed of her intention to resign at the Board's last meeting as well as the request by ZBA that Robert Irzyk, an associate member, be elevated to full member to replace her. Ms. Hutton noted that Mr. Irzyk's appointment is slated for the Board's next meeting. The Board then turned to the list of annual appointments. The Board noted that it appears by the shrinking number of names on each subsequent list that the annual appointments are nearly complete. The Board then decided to move forward with the appointments as listed.

### **Annual Appointments 2017 – One Year Term**

Joseph Dean – Memorials & Monuments  
Jean Haight – Nashua River Study Committee Alternate  
Kieran Meehan – Conservation Commission Designee to CPC

### **Annual Appointments 2017 – Five Year Term**

Tiffany Naughton – Recreation Commission

A motion was made by Ms. Basbanes to approve the annual appointments as presented. The motion was seconded by Mr. Mikol and passed unanimously.

## **Street Lights**

There was some light discussion of how street lights are managed and the way in which they are paid. The Board noted some of the expenses related to them and some of the poles are leased. Ms. Hutton noted that she has all the pole numbers and the bills and can go through them with the Board to address some of the concerns.

## **Tracking Projects**

The Board discussed how to best keep track of projects and expenditures. Ms. Hutton reported that this is a topic she has slated for the Board's meeting on July 26<sup>th</sup>, 2017. She also elaborated on some of the discussion she's had with the school district in regards to their projects and discussions she's had with the Road's Commission in regards to projects they need as well. The Board then inquired as to information being made available to the public. Ms. Hutton responded that there are a lot of forums where information is being broadcast to the public. Public forums have been held in the day and evening, information has been put out through various social media used by town residents and other related venues. Unfortunately the town does not have a newspaper. The closest it has is a monthly circular, the *Neighbor to Neighbor*. The Board emphasized that communication is needed. Ms. Hutton responded that there are various methods for reporting complaints and making requests. The town fields many questions and complaints from the public about various topics both through email and through phone calls. Additionally many citizens do come into the Town Hall as well to report complaints or to request repairs to public roads and other related requests.

## **By-Laws**

The Board noted that some of the by-laws the town has lack specificity of process and custody of authority to enforce. This prompted discussion regarding how to handle various by-laws and what enforcement powers are delegated. It was proposed that a chart be put together to attempt to grapple with what by-laws fall directly under the Board to administer, and what fall to other bodies within the town. There has to be some way of knowing who is ultimately responsible for the process and there has to be teeth for enforcement. Ms. Hutton elaborated on the work being done so far to be make by-laws more enforceable through various mechanisms including fines. Ms. Hutton agreed to create a chart showing various by-laws and the enforcement parties or parties with responsibility for implementation. There was then an inquiry into the formatting the by-laws. Ms. Hutton noted that the formatting of the by-laws is up to the Town Clerk who formats them and then sends them to the Commonwealth for approval. They are then approved in the format in which they are sent.

## **Administrators Report**

Ms. Hutton started out by noting that the Board's next meeting is July 26<sup>th</sup>, 2017, and went over a number of the agenda items for that meeting. Ms. Hutton noted that it will be the last meeting before she goes out on

Approved and adopted on 7/26/17

medical leave. From there Ms. Hutton went over some of the meetings of various other boards, committees, and commissions which will occur in the next few weeks. Ms. Hutton then highlighted some of the parts of the budget where things have come in under what was budgeted. This prompted light discussion of how the budget is formulated in the first place. The Board noted that the town has to budget what it thinks will happen and then backfill when extraordinary things happen. This is why the town has a reserve fund and why the Commonwealth allows end of year inter-fund transfers.

### **Use of Town Property Requests**

The Board reviewed several requests from the Grange to use the Town Hall. The dates are September 30<sup>th</sup>, 2017, December 9<sup>th</sup>, 2017, March 24<sup>th</sup>, 2018, and June 23<sup>rd</sup>, 2018. All of these were for regional Grange events. The Board briefly discussed the scheduling of events more than six months out. There was some confusion regarding the dates requested, but the Board seeing no reason not to approve the applications determined to do so and wished the Grange success.

A motion was made by Ms. Basbanes to approve the applications of the Grange for use of the Town Hall on September 30<sup>th</sup>, 2017, December 9<sup>th</sup>, 2017, March 24<sup>th</sup>, 2018, and June 23<sup>rd</sup>, 2018. The motion was seconded by Mr. Mikol and passed without objection.

### **Minutes**

The Board considered the minutes for the meeting held on June 28<sup>th</sup>, 2017. The Board seeing no necessary changes or corrections approved the minutes as written.

A motion was made by Ms. Basbanes to approve the minutes of June 28<sup>th</sup>, 2017 as written. The motion was seconded by Mr. Mikol and passed without objection.

### **Warrants & Mail**

Mr. Alterisio reported on the warrants he has signed. This included highlighting the sums spent, some of the larger payments made to vendors as well as brief discussion of the payroll. The Board then reviewed its mail.

### **Executive Session**

The Board tabled the Executive Session originally schedule for this meeting until its next meeting to be held on July 26<sup>th</sup>, 2017.

A motion to adjourn was made by Ms. Basbanes at 9:00 pm. The motion was seconded by Mr. Mikol and passed without objection.

Respectfully submitted by



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

Approved and adopted on 7/26/17