

Town of *Dunstable* Selectboard
Meeting Minutes
May 29, 2018
Town Hall, Dunstable, MA 01827

Convended: 6:30pm

Present: Leah D. Basbanes, vice chair; Ronald J. Mikol, member; James E. Tully, member; Tracey Hutton Town Administrator; Joan Simmons, Planning Board; Susan Psaledakis, Community Preservation Committee;

Reorganization of the Board

Motion made by Mr. Mikol to nominate Leah D. Basbanes as chair, Ronald J. Mikol as vice chair and James E. Tully as member. Mr. Tully seconded the motion. – Motion passed unanimously.

Public Forum

Town Meeting - Dana Metzler said that he would like to see a couple of changes for upcoming Town Meetings. The first being more than one check-in station to sign everyone in quicker. The second is to have a larger screen to project onto so residents can see the materials more clearly. Paul Dalida suggested that they purchase four microphones instead of the two they used at Town Meeting. The Board will discuss this with the Town Clerk.

Fire Chief Brian Rich – Chief Rich told the Board that it looks like they will be receiving \$116,000 FEMA grant for SCEVA's. The Town match is 5% of the grant.

Town Administrator – Susan Psaledakis wanted members to know that she is in support of the Town Administrator, finding her to be accommodating, supportive, informative and helpful dealing with the Community Preservation Committee and the Safe Pathways Committee.

Town Center Overlay – Joan Simmons said that she is interested in bringing the Town Center overlay back in front of residents at Town Meeting. Ms. Basbanes said that she personally supports the bylaw and feels the presentation may need enhancing before bringing the article in front of the Town again.

Marijuana Vote – Ms. Simmons told members that the Planning Board meets on June 4 and 18, and the public is welcome to attend these meetings, as they have been able to for all the meetings the Board discussed the marijuana bylaw. The Planning Board will not be holding any additional meetings. Ms. Basbanes said that the Board of Selectmen would schedule an information session to discuss, not debate, the June ballot questions. The Board set Monday, June 11 at 7pm for the date of the information session.

Appointments/Resignation

Mr. Mikol made a motion to appoint Susan J. Tully of 348 Hollis Street to Commissioner of Trust Funds. Mr. Tully seconded the motion. – Motion passed unanimously.

Mr. Mikol made a motion to appoint the following people to the positions stated next to their names, with their terms expiring on June 30, 2019.

Brian Rich	Fire Chief
Joseph Dean	Veterans Services Officer
John Greenhalgh	Animal Control Officer
Jon Crandall	Emergency Management Director
Jeffery Rider	Town Engineer
Dana Barnes	Building Inspector
Dana Barnes	Zoning Enforcement Officer
Jakob Voelker	Assistant Treasurer
Jakob Voelker	Assistant Tax Collector
Peter Martin	Electrical Inspector
James Dow	Gas & Plumbing Inspector
John Cryan	Alternate Gas & Plumbing Inspector
Robert Kennedy	Fence Viewer & Field Driver

Mr. Tully seconded the motion. – Motion passed unanimously.

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Mr. Mikol made a motion at the request of the Chief of Police, to approve and appoint the following individuals as police officers effective July 1, 2018 through June 30, 2019 with the amendment that Timothy Ialeggio's name be removed from the "Reserve Police Officers (Part-Time Officers) list.

Sergeant of Police, Erik Hoar
Sergeant of Police, Nicholas Papageorgiou
Master Patrolman, Charles Chaprales
Patrolman, Matthew Tully
Patrolman, Shawn Drinkwine
Patrolman, Timothy Ialeggio

Reserve Police Officers (Part-Time Officers)

Officer Sean Ready
Officer John Koyutis
Officer Greg Sanborn
Officer Jeffrey Swift
Officer Philip Sepe
Officer Steven Bugler
Officer Michael Pietroforte

Mr. Tully seconded the motion. – Motion passed unanimously.

Use of Town Property

Application of Use of Town Hall, Common/Gazebo – Mr. Mikol motioned to approve the request to use the Grand Hall on September 19, 2018 from 6:30pm-9:30pm for the annual meeting of the Lake Massapoag Rod and Gun Club. Motion was seconded and passed unanimously.

Parking on Lawn near Baseball Field – A request came by email from Helen Dzwonek the Administrative Assistant at the Swallow Union Elementary School to allow senior citizens to park on the lawn near the baseball field in the back of the school on May 29. Mr. Mikol voiced his concern about liability especially if the ground is uneven or wet. After the discussion, Mr. Mikol made a motion to allow the seniors to park on the lawn near the baseball field as long as a parking attendant is on site to aid the seniors. Mr. Tully seconded the motion. – Motion passed unanimously.

New Business

Election Workers Wages – Mr. Mikol made a motion to approve the Town Clerk's request to increase wages for election workers from \$9.00/hour to \$11.00/hour and the Warden and Assistant Warden from \$10.50/hour to \$12.50/hour. Mr. Tully seconded the motion. – Motion passed unanimously.

Warrant Delegation to Clerk (MGL c. 41 §52) – The warrant delegation to the Clerk would need to be adopted by the Selectboard in order for the Clerk to sign warrants if two members of the Selectboard are out. Mr. Mikol said that he discussed this with the Town Clerk who has concerns about liability. Mr. Mikol agreed and asked that the Clerk attend the next meeting for further discussion.

Authorization to Sign Lake Massapoag Contract – Due to typographical errors, the Selectboard cannot sign the contract tonight. Mr. Mikol made a motion to authorize the Town Administrator to sign the contract once the changes have been made to the document. Mr. Tully seconded the motion. – Motion passed unanimously.

Plumbing/Gas Inspector FY2018 Stipend – Jim and Mary Dow attended the meeting to discuss the inspector's salary. Mr. Dow was previously paid 80% of fees he collected with the Town receiving the remaining 20%. As of January 1, 2018, the Town went to a stipend system. Mrs. Dow explained that Mr. Dow brought in \$2,448 in permit fees and was paid \$526 at the end of March, which was far less than he earned under the old system. After the discussion, the Selectboard decided to continue to pay Mr. Dow the 80% of the fees he collects through the end of the 2018 fiscal year. Starting on July 1, 2018 (fiscal year 2019), he will be paid a stipend of \$1,750 a quarter with increases every year starting at the beginning of the fiscal year.

Wetlands Protection Act Funds – Ms. Hutton explained that the Conservation Commission has requested that the Selectboard approve \$925 of expenditures to be taken from the Wetlands Protection Act fund. All three requests follow the guidelines set in the Bureau of Accounts Informational Guideline Releases (IGR) No. 98-101 which states

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that the funds must be used to carry out the Conservation Commission's duties under the Wetlands Protection Act (WPA). Mr. Mikol made a motion to approve the expenditure of \$500 from the WPA fund as identified in the May 22, 2018 letter from the Conservation Commission. Mr. Tully seconded the motion. – Motion passed with Ms. Basbanes abstaining from the vote as she is a Conservation Commission member. Mr. Mikol made a motion to approve the expenditure of \$225 from the WPA fund as identified in the May 21, 2018 letter. Mr. Tully seconded the motion. – Motion passed with Ms. Basbanes abstaining from the vote. Mr. Mikol made a motion to approve the expenditure of \$200 for copies of the Open Space and Recreation plan as described in the May 21, 2018 memo from the Conservation Commission. Motion seconded and passed with Ms. Basbanes abstaining from the vote.

Signature – DEP Administrative Consent Order - The Town Administrator presented the Administrative Consent Order for the Chair to sign on behalf of the Town. The Board of Water Commissioners and Town Counsel Brian Falk reviewed the Order. The Order states that since MassDEP has primary enforcement responsibility for the requirements of the Federal Safe Drinking Water Act, they are requiring the Dunstable Water Department to perform certain actions or be subject to civil administrative penalties to the Commonwealth in the amount of \$1,000 per day for each day such violation continues. Mr. Mikol said that he would like confirmation that both the Water Board and Town Counsel have reviewed the document. Ms. Hutton will inform Bob Bostwick at DEP and add this item to the next agenda.

Highway Department Resources – Paul Dalida handed out a copy of the Annual Report and the following graphs: “Comparison of Dunstable Highway Workers per mile of Roadway and Roadway Labor Maintenance Cost per Mile of Roadway, Comparison of Total Category Salaries to Total Salary Increases FY 18-19, Comparison of FY 2008 to FY 2016 Expenditures by Category and Comparison of FY 2016 to Proposed FY 2019 Expenditures by Category. Mr. Dalida stated that it had been suggested that the Road Commissioners start early discussing the budget needs of their department, therefore, they are starting the conversation now. Mr. Dalida said that there has been a long established pattern of underfunding public works in salary and materials. Each year it gets worse and will be to the point that the Town will not be able to recover from the shortfall. Mr. Dalida said that they are in danger of losing another person due to insufficient pay and raises. The Department is 15-20% underpaid especially since the workers paid as “laborers” are actually equipment operators and do so much more than a general laborer. Ms. Hutton said that the Personnel Board is planning to hold a workshop in the near future. Mr. Dalida said that the Highway workers are not only underpaid but do not receive clothing or shoe allowances, or on-call pay. Members thanked Mr. Dalida and said they will review the documentation.

Maintenance and Engineering Contact Management – Mr. Dalida said that there should be an established protocol for all departments so that the issue with the recent Highway bid will not happen again. Mr. Dalida suggested that procedures need to be established for all departments.

Complete Streets Committee – Mr. Dalida told members that the Road Commissioners signed on to this and nothing has moved forward. Ms. Hutton said that the last Town Meeting voted down the project (sidewalks in center of town). Mr. Dalida said that a committee needs to be in place in order to receive funds.

Chair Leah Basbanes asked to take items 8, 9 and 10 out of order, saving the Executive Session until the end of the meeting. Members of the Selectboard agreed.

Minutes

Mr. Mikol asked and members agreed to table the approval of the minutes until the next meeting to give him time to review them.

Treasurer's Warrants/Mail – Mail was reviewed. Ms. Basbanes then reported on the warrants she has signed. This included highlighting the sums spent, including some of the larger payments made to vendors as well as a brief discussion of the payroll.

Administrator's Report – Ms. Hutton said that The Route 113 Market Study was on the Town's website.

Old Business

Executive Session MGL 30A §21(a) 1 – Personnel – At 8:46pm, Ronald Mikol made a motion to enter into Executive Session for the purposes of continuing discussion on a Personnel matter in accordance with MGL 30A

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§21(a) 1, with the intention of not returning to open session afterwards. James E. Tully seconded the motion. Motion passed unanimously. Ronald J. Mikol – yes, James E. Tully – yes, and Leah D. Basbanes – yes.

A motion to adjourn was made by Mr. Mikol at 8:58 pm. The motion was seconded by Mr. Tully and passed without objection.

Respectfully submitted by

Cheryl Mann

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