

Town of *Dunstable* Selectboard
Meeting Minutes
September 18, 2018
Town Hall, Dunstable, MA 01827

Convened: 6:31pm

Present: Leah D. Basbanes chair, Ronald J. Mikol vice chair, James E. Tully member(s); Mark Haddad Interim Town Administrator; Alan Chaney, Conservation Commission; Jeff Rider, Town Engineer; Michelle Stein, Stormwater Consultant; Eric Halvorsen, RKG Associates

Public Forum

Lawn Care Service

Alan Chaney asked members why the new lawn care service has not been mowing around Woodward Mill Pond. The previous service had been mowing the area. He also mentioned that he had asked the new service not to use herbicides/pesticides on the Town Hall lawn, but they recently used chemicals. Mr. Tully asked Mr. Haddad to review the lawn service contract and remind them that no herbicide or pesticide is to be used on Town Hall property.

Appointments/Resignations

Conservation

Ms. Basbanes announced that the Board received notification from the Town Clerk that Marilyn Pike resigned from the Conservation Commission, effective September 5, 2018. Her appointment is up on June 30, 2019. Ms. Basbanes publically thanked Ms. Pike for her service to the Town. Mr. Mikol made a motion to accept the Notice of Resignation. Mr. Tully 2nd the motion. – Motion passed unanimously.

Use of Town Property

No requests

New Business

Stormwater Update & Notice of Intent

Jeff Rider and Michelle Stein attended the meeting to discuss the Stormwater Notice of Intent (NOI). The deadline to file the NOI with the state is October 1st. Mr. Mikol made a motion that the Chair of the Board of Selectmen sign the NOI on behalf of the Town of Dunstable, and submit the paperwork before the deadline. Mr. Tully 2nd the motion. – Motion passed unanimously.

RKG Associates, Inc. Presentation on Rt. 113 Corridor Market Analysis

Eric Halvorsen Vice President & Principal of RKG Associates presented his market analysis of the Route 113 corridor. His firm was hired to assist the Town in identifying economic development opportunities for Route 113; including residential, retail and commercial uses. His presentation included a review of demographics, real estate trends and development feasibility. His recommendations are as follows:

- 1) The town should focus on a Mixed Use zoning effort in the Town Center; however, rents may not be high enough to support new commercial development.
- 2) Allow smaller renter units, condominiums and townhouses to support the aging population looking to downsize from single-family homes.
- 3) Focus on attracting niche retail/restaurants like farm-to-table dining, Bed and Breakfast establishments, and agriculturally focused shops.
- 4) Consider allowing limited liquor licenses such as beer and wine.

Resident Alan Chaney said that the study seems to confirm what the Master Plan Committee discovered in their research.

Re-Organization of Town Hall Offices & Meeting Spaces

Ms. Basbanes brought up the request by the Town Clerk to move her office into what is commonly known as the “old Selectmen’s meeting room”. Ms. Basbanes said that she understands and sympathizes with Ms.

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Skerrett however is concerned about the limited meeting room space and storage of file cabinets in that room. Mr. Tully brought up that it is possible that the Library could accommodate some meetings. Mr. Mikol said that he feels space in the Town Hall is not adequately being used, especially downstairs. He said that employees working only one day a week should share office space with another part-time employee. He stated that he believes the Accountant belongs upstairs with other department heads, while the downstairs should be support staff. The Board asked Mr. Haddad to review the layout of the offices.

Town Hall Roof & Façade

The façade on the Town Hall needs restoring and the roof of the building needs replacing. It is possible that the Board of Selectmen could apply for Community Preservation Act funding to restore the historical building. Mr. Mikol will work with Mr. Haddad on obtaining an estimate.

Mr. Mikol brought up that last winter when the boilers were replaced, the flues were not drilled through the sidewall of the Town Hall. This needs to be completed. The Board questioned whether the Historical Commission should be notified that that work needs to be completed. Mr. Haddad said, "Absolutely." Mr. Mikol will contact Carol Bacon.

Town Administrator

Mr. Haddad said that he is ready to advertise for a part-time Town Administrator. Members of the Board of Selectmen reviewed the notice making some additional changes. Mr. Haddad plans on advertising in the Beacon, Lowell Sun, Town Website and ICMA in order to obtain a good group of candidates. He plans on a three-step process:

- 1) Advertising the position.
- 2) Setting up a search committee consisting of himself, one member from the Board of Selectmen, Advisory Board and Personnel Board, two department heads and one resident.
- 3) Board of Selectmen public interviews.

He is hoping to have the new Town Administrator start on January 1, 2019. Mr. Mikol would like to see a candidate with adequate computer skills.

Mr. Haddad presented a letter to the Groton Board of Selectmen to extend his stay with the Town of Dunstable until the end of December 2018. Mr. Mikol made a motion to sign the letter. Mr. Tully 2nd the motion. – Motion passed unanimously.

Old Business

91 River Street – Disposition of the House

Mr. Tully said that he believes the house could have some legitimate use for the Town. He spoke about the fact that the Police Department and the Animal Control Officer may be able to use the building for storage. He also has contacted National Grid to look into using the parcel for solar. The Board asked Mr. Haddad to inform the Fire Chief that they are tabling his request to burn the building, until they are able to look further into the uses of the house.

Pepperell Industrial Landfill Proposal – Impact & Next Steps

The Town of Pepperell continues their fight to keep a landfill from their town. DEP seems to be in support of the project. Members of the Town of Pepperell will keep the Board of Selectmen informed of their progress. If the project goes forth and trucks going back and forth to Pepperell use Rte. 113, the Board will discuss the implications with the Board of Road Commissioners. A resident in attendance is concerned that residents in Dunstable do not realize the magnitude of the project to our town.

Minutes

The Board considered minutes for September 4th, 2018 and September 11th, 2018. The Board determined to table the minutes for September 4th, 2018 until the Board's evening meeting scheduled for October 2nd, 2018. Seeing no reason not to approve the minutes for September 11th, 2018 the Board determined to do so.

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Mr. Mikol made a motion to approve the minutes of September 11th, 2018 as provided. Mr. Tully 2nd the motion. – Motion passed unanimously.

A motion to adjourn was made by Mr. Mikol at 8:40 pm. The motion was seconded by Mr. Tully and passed without objection.

Respectfully submitted by

Cheryl Mann

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