

Date: May 24, 2010

Date Minutes Approved: June 7, 2010

BOARD OF SELECTMEN MINUTES

Present: Shawn Dahlen, Chair; Elizabeth Sullivan, Vice-Chair (arrived at 7:17 PM); and Christopher Donato, Clerk.

Absent: No members were absent.

Staff: Richard MacDonald, Town Manager; John Madden, Finance Director; and C. Anne Murray, Adm. Assistant.

The meeting was called to order at 7:03 PM.

OPEN FORUM - No items were brought forward.

While Ms. Sullivan was on her way, the order of the agenda was re-worked so that items requiring her presence were held until she arrived.

BUSINESS

TOWN MANAGER'S BRIEF

Mr. MacDonald reported on the following items:

- 1) **Clarification of Site Work on Mayflower ST:** Mr. MacDonald said that he has gotten calls about the site clearing on Mayflower ST with concerns that it is intended for public safety buildings. Mr. MacDonald explained that funds were authorized at a past Town Meeting for cemetery expansion. The site work being done on Mayflower ST is with regard to the cemetery expansion; not public safety buildings.
- 2) **Summer Program Receipts:** Mr. MacDonald said that \$107,000. was received in Summer Program receipts.
- 3) **Consolidation of Town / School Services:** Mr. MacDonald mentioned that a committee has been formed to discuss the consolidation of certain services by the Town and School in an effort to avoid duplication of services and to explore any financial savings. Several of the areas to be discussed are buildings and grounds maintenance and financial services. The first meeting of the Committee has been set up and will be held within a couple of weeks.
- 4) **VERIZON FIOS** – A public hearing regarding a cable license for Verizon FIOS has been scheduled for June 14, 2010.
- 5) **Performance Evaluations** – Mr. MacDonald reported that the Performance Evaluations have been completed. The process went very smoothly. He mentioned that Mr. Madden, Ms. Horne, and the Personnel Board worked together to develop a fair process for distributing any merit increases and that aspect of the process will be completed shortly.
- 6) **Online Registration Program:** Mr. MacDonald was pleased to announce that the Town has just implemented a new online registration system that will allow residents to do online registration for Recreational programs, the Percy Walker Pool, and Before and After Dark Programs. The program is through ActiveNet and allows for web-based,

online registration. It provides a quick, easy, secure, and private way to search, view and register for classes and programs online.

Users will be able to register 24 hours a day / 7 days a week. One of its features allows a registered user to view upcoming schedules for all household members. It may be extended to other programs, but for now is available to just those areas.

- 7) Percy Walker Pool: Mr. MacDonald is hopeful for an early June opening of the pool. They are working out a problem with heat detectors and as soon as that is resolved the community can look forward to the opening. Mr. MacDonald said he thinks people will be pleased with the renovations done as he has visited the pool and it is beautiful.
- 8) Crematory Building Committee: The Crematory Building Committee met this morning and is close to choosing a bidder.

MINUTES

Mr. Donato moved that the Board approve the Executive Session Minutes of May 17, 2010 as presented, to remain sealed until the need for confidentiality has passed. Second by Mr. Dahlen. VOTE: 2:0:0

Mr. Donato moved that the Board approve the Open Session Minutes of May 17, 2010 as presented. Second by Mr. Dahlen. VOTE: 2:0:0.

APPOINTMENTS

Mr. Dahlen moved that the Board of Selectmen reappoint Ms. Pauline Flynn as the Duxbury delegate to the Old Colony Elder Services (OCES) for a term to expire on 06/30/11. Second by Mr. Donato. VOTE: 2:0:0.

ANNOUNCEMENTS

Mr. Donato read a reminder that the Opening of the Bay festivities are this weekend, May 29th - 30th. The Schooner Thomas E. Lannon arrives at mid-day on Friday and will be open for ship tours over the weekend. Friday evening there are ticketed events, including a cocktail reception and silent auction and live music. The Family Day activities take place from 11 AM to 3 PM on Saturday and there will be live music from late morning into the afternoon. The Schooner Thomas E. Lannon will depart on the high tide in the early afternoon on Sunday.

Mr. MacDonald mentioned that meetings were held today with organizers from Duxbury Bay Maritime School and the Duxbury Triathlon and the Town's Public Safety officials. He wanted to thank all who participated to assure that that the events will go smoothly.

Ms. Sullivan arrived at the meeting and the Board returned to scheduled agenda items.

UPDATE ON STRATEGIC PLANNING WORKSHOP

This item of business is continuation of a discussion that was begun last week. Ms. Judi Barrett prepared for the Board a memorandum that gives an outline of the two approaches, which can be taken when undertaking strategic planning, and a matrix of the steps and timeframes involved for each.

In summarizing Ms. Barrett's memorandum Mr. Dahlen explained the two approaches as follows:

Option A: The Board of Selectmen would initially obtain input from the Town Manager and the Department Heads before inviting other boards to participate. The estimated timeframe would be about 18 weeks.

Option B: The process would include the Town Manager, Department Heads, and other boards and staff from the beginning. As this process is more involved it generally takes longer so the estimated timeframe would be 20 weeks or longer.

The Board briefly discussed the options. While all the members are interested in getting input from as many people as possible in general they felt involving too many people might overwhelm the process. All the Selectmen agreed that the format they wanted to follow would be Option A, and they asked Mr. MacDonald to please let Ms. Barrett know that was their decision.

EXECUTION OF LEASE FOR DUXBURY BEACH

Mr. Dahlen recused himself from the discussion and vote on this matter because he is a Director of Duxbury Beach Reservation, Inc. (DBRI). Ms. Sullivan took over as Chair. Ms. Sullivan explained that the Town leases Duxbury Beach from the DBRI. She mentioned that the lease to be executed has been substantially unchanged from last year's lease with the annual lease amount being \$400,000.

Ms. Sullivan moved that the Board of Selectmen accepted the Duxbury Beach Reservations, Inc. lease with the intention of executing it at the end of the meeting. Second by Mr. Donato.
VOTE: 2:0:0. (Mr. Dahlen recused himself and did not vote on this matter.)

Mr. Dahlen returned to the table and resumed as Chair.

NEW BUSINESS - No items were brought forward.

OLD BUSINESS - No items were brought forward.

Mr. Dahlen reminded the public that due to the Memorial Day holiday the Selectmen would not be meeting on Monday, May 31, 2010. The next Selectmen's meeting will be on Monday, June 7, 2010.

ADJOURNMENT

Mr. Donato moved for adjournment at 7:30 PM. Second by Ms. Sullivan. VOTE: 3:0:0.