

**Date: August 8, 2011**

*Date Minutes Approved: August 22, 2011*

## **BOARD OF SELECTMEN MINUTES**

**Present:** Shawn Dahlen, Chair; Christopher Donato, Vice-Chair; and Theodore Flynn, Clerk.

**Absent:** None

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

The meeting was called to order at 6:45 PM in Open Session with members of the Board of Selectmen and members of the Zoning Board of Appeals, Mr. Lambiase, and Attorney Troy present.

### **VOTE TO ENTER EXECUTIVE SESSION**

At 6:45 PM, Mr. Flynn moved that the Board of Selectmen enter an Executive Session to discuss strategy with respect to litigation since an open meeting may have a detrimental effect on the Town's litigating position, and then to reconvene in Open Session. Second by Mr. Dahlen. As Chair, Mr. Dahlen declared the necessity of holding an Executive Session, stating that an Open Session would have a detrimental effect on the Town's litigating position. Roll Call Vote: Mr. Dahlen---aye; Mr. Flynn---aye. [Mr. Donato arrived a few minutes later.]

Mr. Scott Zoltowski moved that the Zoning Board of Appeals enter an Executive Session to discuss strategy with respect to litigation since an open meeting may have a detrimental effect on the Town's litigating position, and then to reconvene in Open Session. Second by Ms. Barrett. As Chair, Ms. Barrett declared the necessity of holding an Executive Session, stating that an Open Session would have a detrimental effect on the Town's litigating position. Roll Call Vote: Mr. Murphy---aye; Mr. Zoltowski---aye; Ms. Barrett---aye; Mr. Boudreau ---aye.

### **RE-CONVENED IN OPEN SESSION**

At 7:25 PM, Mr. Flynn moved that the Executive Session be closed and that the Board of Selectmen meeting re-convene in Open Session. Second by Mr. Donato. Roll Call Vote: Mr. Donato---aye; Mr. Dahlen---aye; and Mr. Flynn---aye.

The public was then invited into the Mural Room.

**OPEN FORUM** - Nothing was brought forward

### **7:05 PM PUBLIC HEARING: DUXBURY COUNCIL OF CHURCHES/ TOWN GREEN SEPTEMBER 11 MEMORIAL SERVICE/ 9-11-11**

At 7:25 PM the Chair opened the Public Hearing regarding the above and recognized the Reverend Roy Tripp.

Reverend Roy Tripp introduced himself as a representative of the Duxbury Interfaith Council. He did point out for the record that it is the Duxbury Interfaith Council; not the Duxbury Council of Churches, making the request. He mentioned that this September 11<sup>th</sup> marks the 10th Anniversary of the World Trade Center bombings. To commemorate the event the Duxbury Interfaith Council would like to hold an interfaith service at 4 PM on Sunday, September 11, 2011 on the Town Green.

The organizers are anticipating participation from Town officials, members of the Police and Fire Departments, the American Legion, the Duxbury High School Chorus, the Duxbury Interfaith Chorus, and the Duxbury Interfaith Council.

Mr. MacDonald indicated that he has also spoke with Mr. Harry Katz regarding this event. The departments have no objections and the Public Safety Departments will be supporting and participating in it.

Mr. Flynn moved that the Board of Selectmen grant to Mr. Harry Katz and Reverend Roy Tripp, as representatives of the Duxbury Interfaith Council, approval to conduct a September 11th Anniversary Ceremony on the Millennium Town Green on September 11, 2011, beginning at 4:00 PM, subject to the conditions listed on the license. Second by Mr. Donato. VOTE: 3:0:0.

## **BUSINESS**

### **ONE-DAY LIQUOR LICENSE REQUESTS**

All license requests were circulated to appropriate departments. There were no objections and the department feedback was included in any conditions listed on each license.

*Jack Hamilton for the Council on Aging: Three Events: Sept 11, 2011, September 12, 2011, September 24, 2011*

Mr. Flynn moved that the Board of Selectmen grant to Mr. Jack Hamilton, as a representative of the Friends of the Duxbury Council on Aging, three One-Day Wine & Malt Licenses to hold the following events at the Duxbury Senior Center:

1. Dinner Theater on September 11, 2011, from 6:00 pm to 9:30 pm;
2. Registration for Life-Long Learning Program on Sept. 12, 2011 from 5:00 pm to 7:30 pm;
3. Dinner Show on September 24, 2011, from 6:00 pm to 9:30 pm.

contingent upon all conditions listed on the licenses. Second by Mr. Donato. VOTE: 3:0:0.

*Alison Arnold for the Duxbury Rural & Historical Society: Croquet & Cocktail Party on August 27, 2011*

Mr. Flynn moved that the Board of Selectmen grant to Ms. Alison Arnold, as a representative of the Duxbury Rural & Historical Society, a One-Day All-Alcohol License to hold a Croquet & Cocktails Party at the King Caesar House (120 King Caesar Road) on August 27, 2011 from 3:00 PM to 7:00 PM, contingent upon all conditions listed on the license. Second by Mr. Donato. VOTE: 3:0:0.

*Alison Arnold for the Duxbury Rural & Historical Society: Private event on September 3, 2011*

Mr. Flynn moved that the Board of Selectmen grant to Ms. Alison Arnold, as a representative of the Duxbury Rural & Historical Society, a One-Day All-Alcohol License to hold a rehearsal dinner at the Nathaniel Winsor, Jr. House (479 Washington Street) on September 3, 2011, from 4:00 PM to 8:00 PM, subject to the conditions on the license. Second by Mr. Donato. VOTE: 3:0:0.

*Shira Moffatt for Crossroads for Kids: Harvest Moon Fundraiser on October 15, 2011*

Mr. Flynn moved that the Board of Selectmen grant to Ms. Shira Moffatt, as a representative of Crossroads for Kids, a One-Day Wine & Malt License to hold a fundraiser (Harvest Moon) at Camp Wing (742 Myrtle Street) on October 15, 2011 from 7:00pm to 12:00 AM, subject to the conditions on the license. Second by Mr. Donato. VOTE: 3:0:0.

## EVENT PERMITS

*Kathy Leaf for Pilgrim Church of Duxbury---Hunger Walk on October 16, 2011*

Mr. Flynn moved that the Board of Selectmen grant to Ms. Kathy Leaf, as a representative of Pilgrim Church of Duxbury, permission to conduct a Hunger Walk on Saturday, October 16, 2011 from Noon until 2:00 PM, subject to the conditions on the license. Second by Mr. Donato.

VOTE: 3:0:0.

## TOWN MANAGER'S BRIEF

Mr. MacDonald mentioned the following items:

1. Construction Costs: Mr. MacDonald reported that Construction Costs for the month of July were \$1.8 million. He noted that this was an upswing from last month's figure.
2. Update on Town Building Projects:
  - a. Fire Station: The Town Manager reported it seems to be going slowly. To try to speed things along double crews should be working on it shortly.
  - b. Police Station: Mr. MacDonald said that the final designs and estimated construction costs should be completed shortly. It is on track for going out to bid in September.
  - c. Crematory: Mr. MacDonald mentioned that there was a pre-construction meeting this afternoon, and the project should get underway in approximately the next two weeks.
3. VERIZON FiOS Customers: Mr. MacDonald said he has been notified that VERIZON FiOS customers should now be able to receive the Duxbury Government Channel. For Duxbury Verizon customers it is Channel 39.
4. Upcoming MMA Meeting: Mr. MacDonald said that he and Mr. Madden would be attending a Massachusetts Municipal Association (MMA) meeting later this month regarding municipal health insurance changes.
5. Economic News: Mr. MacDonald echoed comments made by the Finance Director stating that the country's economic status will have far-reaching effects and likely will extend to all of us, including municipalities.

ANNOUNCEMENTS - none made.

## MINUTES

Mr. Flynn moved that the Board approve the Minutes of July 25, 2011, as presented. Second by Mr. Donato. VOTE: 3:0:0.

COMMITTEE APPOINTMENTS/RE-APPOINTMENTS - none made.

Before entering into the Strategic Planning Session, the signature file documents were executed. The staff was excused from the rest of the meeting and left at 7:35 PM.

## STRATEGIC PLANNING SESSION / Ms. Judi Barrett

Mr. Dahlen reported that the Board of Selectmen discussed the Strategic Plan with the guidance of Ms. Judi Barrett. The focus of their discussion was on how the Board would like to proceed. It was noted that when the Board initially began discussing the Strategic Plan Ms. Sullivan was on the Board, but since she stepped down and Mr. Flynn was elected. In addition, during the most

recent discussion of the Strategic Plan Mr. Donato was absent. Given that and the scope of the Strategic Plan, the Board decided that rather than try to have piecemeal discussions about it they would rather devote an all-day planning session to it. They tentatively agreed to schedule this for Monday, September 12<sup>th</sup> with details for the exact time and location to be worked out.

In advance of that Strategic Plan session the following should happen:

- 1) Ms. Barrett will provide a copy of a draft strategic plan from another community as a sample.
- 2) Ms. Barrett will also provide a questionnaire to be distributed in advance of the Strategic Planning Session.
- 3) The Selectmen's staff will facilitate getting notice of the Strategic Planning Session out to all staff and to the Chairs of all Boards and Committees for their dissemination to their membership.

## **ADJOURNMENT**

As reported by Mr. Dahlen, at 8:45 PM Mr. Flynn moved that the Board of Selectmen's meeting be adjourned. Second by Mr. Donato. VOTE: 3:0:0.

## **LIST OF DOCUMENTS**

- 1) *Draft Motion for Entering Executive Session*
- 2) *Event Permit Application: Duxbury Interfaith Council for Sept. 11 Anniversary Ceremony*
- 3) *Three One-Day Liquor License Applications: Friends of the COA Events: Dinner Theatre 9-11-11; Registration for Life-Long Learning 09-12-11; and Dinner Show on 09-24-11*
- 4) *One-Day Liquor License Application: DRHS for Croquet & Cocktails Party on 08-27-11*
- 5) *One-Day Liquor License Application: DRHS for Rehearsal Dinner on 09-03-11*
- 6) *One-Day Liquor License Application: Crossroads for Kids' Harvest Moon (fundraiser) on 10-15-11*
- 7) *Event Permit Application: Pilgrim Church Hunger Walk on 10-16-11*
- 8) *Town Manager's Brief: Construction Cost Estimates (1<sup>st</sup> page only)*
- 9) *07-25-11 Selectmen's Minutes – DRAFT*
- 10) *STRATEGIC PLANNING DOCUMENTS: 08-07-11 Memorandum from Judi Barrett; 06-22-10 Memorandum and Optional Approaches Charts; 08-04-10 Memorandum from Judi Barrett and Process Summary Charts and Core Values (Ideology); 09-22-10 Memorandum from Judi Barrett and Process Summary Charts; Meeting #1: August 23, 2010 Core Values (Brainstorming & Discussion); Meeting #2: September 22, 2010 Core Values (Brainstorming & Discussion).*