

Date: December 16, 2013

Date Minutes Approved: January 6, 2014

BOARD OF SELECTMEN MINUTES

Present: David J. Madigan, Chair; Theodore J. Flynn, Vice Chair; and Shawn Dahlen, Clerk.

Absent: (none)

Staff: René J. Read, Town Manager; John Madden, Finance Director, and C. Anne Murray, Administrative Assistant

I CALL TO ORDER

The meeting was called to order at 7:00 PM in the Mural Room.

II. OPEN FORUM

Nothing was brought forward.

III NEW BUSINESS

All Alcohol Club License: Duxbury Yacht Club, 489 Washington Street – Change of Hours

By way of explanation Mr. Madigan mentioned that the Duxbury Yacht Club filed to amend the hours they can serve alcohol as they want to have an earlier starting time so that liquor can be served for brunches and/or lunches. So the change is allows the beginning of service to be at 10:00 AM instead of 5:00 PM as stated on their existing license. The end of alcohol service will remain as midnight.

Mr. Dahlen moved that the Board of Selectmen, acting as the Licensing Authority, approve the amendment of the hours allowed for the sale of all-alcoholic beverages to those shown below, in accordance with the *Club License issued to the Duxbury Yacht Club, 489 Washington ST, Duxbury*, with all other conditions to remain the same.

- Hours of Sale of Alcoholic Beverages: *Monday-Sunday 10:00 AM to Midnight*

Second by Mr. Flynn. VOTE: 3:0:0.

Discussion with Facilities Director Brian Cherry, Regarding Observations and Priorities

Facilities Director Brian Cherry gave a PowerPoint presentation “Town of Duxbury, MA Facilities Department Development Plan” (a copy will be posted with the minutes).

What follows are some of the comments and/or clarifications Mr. Cherry made:

- Department Scope: Gave an overview of all the types of activities the department handles. Mr. Cherry was asked “What are ‘life safety systems’?” He explained that these would include systems, such as the sprinkler systems and emergency lights.
- Preventive Maintenance: He stressed that he is looking to consolidate and re-negotiate service agreements whenever possible.
- The Facilities Corrective Maintenance Plan:
 - School Dude is facilities management software for tracking and managing work orders that are generated from requests from personnel in the buildings. Mr. Cherry said it is the most user-friendly system he is aware of and is already being used by the Duxbury Public Schools. He would like to expand this to use it for the Town buildings as well. With the help of Ms. Barbara Bartlett, Energy/Project Mgr. of the Duxbury Public Schools, they will begin inputting information about other Town-owned buildings in January, 2014 so full implantation can begin as of July 1, 2015. The annual cost is approximately \$9,251. and funding for this would come from DPW’s –Central Buildings Account (Town) and from the School’s Extraordinary Maintenance Account.
 - Lt. Steele Field House maintenance shop: Mr. Cherry indicated that there is a 3-bay garage and potentially may be an office there. He suggested that since much of the work is generated by the school campus it would make sense to have the work orders managed from there.
- Facilities Staffing: He provided an overview of the current facilities staffing for the Town and the Schools, as well as some suggestions for future staffing. He is recommending the hiring of an HVACR Technician. He suggested that by doing so there would be a reduction in the annual operating costs, increased operation efficiency, reduction or elimination of the need for HVACR service calls and preventative maintenance service contracts, and increase efficiency by quicker response times.
- Custodial Staffing: Mr. Cherry said that the custodial staffing at the schools is Level II, and the staffing is appropriate for this level. He also mentioned that he has been gathering data regarding the other Town buildings, such as the new Police Station and the Fire Station, looking into the square footage that is being cleaned and also the supplemental services that are needed. These are the initial steps to establishing the Custodial Service’s needs. He noted that some of that is being fast-tracked in preparation for the new school buildings.

While the School Budget Presentation was being set up, the Selectmen continued with the other business on the agenda.

IV OLD BUSINESS

Liquor License: Milepost Restaurant, Corporate Name Change

Mr. Madigan read the following for the record:

At the December 9, 2013 Selectmen’s meeting, a Liquor License, Common Victuallar License and Entertainment License were renewed in the name of George F. Henderson, Inc. d/b/a The Milepost Tavern.

We were recently advised of a change in the corporate name from George F. Henderson, Inc. to Milepost Restaurant Tavern, Inc. and are in the process of ensuring that all licenses are properly executed in accordance with ABCC regulations.

Selectmen Vote To Close ATM Warrant

In the Selectmen's packet was a 2014 Annual Town Meeting Warrant-DRAFT. Mr. Read mentioned that he is still working with Town Counsel to finalize the wording on some of the articles. He noted that per Town Counsel's recommendation Article 12 will be moved from the ATM warrant to the Special Town Meeting Warrant. With that change there will be thirty-four (34) ATM articles.

Mr. Read indicated that he plans to post a draft of the 2014 Annual Town Meeting Warrant on the Town website soon.

Mr. Dahlen moved that the Board of Selectmen close the warrant for the 2014 Annual Town Meeting. Second by Mr. Flynn. VOTE: 3:0:0.

V TOWN MANAGER'S REPORT

Town Manager René Read mentioned the following item(s):

1. Massachusetts Association of Planning Directors Chapter Award:

He said he received word that Tom Broadrick, Duxbury Planning Director, along with Paul Halkiotis, Marshfield Planning Director, and Laura Harbottle, Scituate Planning Director, received the Massachusetts Association of Planning Directors Chapter Award, which honors special contributions identified by the Massachusetts Association of Planning Directors (MAPD).

The award was presented at American Planning Association, Massachusetts Chapter (APA-MA) & Massachusetts Association of Planning Directors (MAPD) awards luncheon on Friday, December 13th.

2. FY 13 MIIA Rewards:

MIIA, the Massachusetts Interlocal Insurance Association, (which is the Town's insurer) notified us that the Town of Duxbury was awarded \$30,275. in MIIA Rewards. The MIIA Rewards program was established in 2002 and provides premium credits toward the next policy year. This was the Town's second best year since then.

VI ANNOUNCEMENTS

Mr. Dahlen read the following announcements:

1. Town Hall Holiday Schedule:

Tues., December 24, 2013 – Town Hall will be closing at 1 PM.

Wed., December 25, 2013 - Christmas Day - Closed all day.

Wed., January 1, 2014 – New Year’s Day - Closed all day.

2. Happy Holidays!: As this is the last scheduled Selectmen’s Meeting before the New Year, the Board of Selectmen and Town Manager would like to take this opportunity to wish you all a happy and healthy holiday season and New Year.

3. Next Scheduled Selectmen’s Meeting: Monday, January 6, 2013.

Main Agenda Items*: 7:01 p.m. Liquor License Amendment: Bennett’s, Change of Manager

(*The agenda items are tentative and subject to change. Please check the actual meeting posting, which is done in accordance with Open Meeting Laws at least 48 hrs. in advance of the meeting.)

VII MINUTES

December 2, 2013 Open Session

Mr. Dahlen moved that the Board of Selectmen approve the December 2, 2013 Selectmen’s Minutes, as drafted. Second by Mr. Flynn. VOTE: 3:0:0.

VIII COMMITTEE APPOINTMENTS/RE-APPOINTMENTS

Resignation from Economic Advisory Committee

Mr. Madigan announced the Board had received a resignation from Mr. John B. Mattes, who was serving on the Economic Advisory Committee.

Appointment to Economic Advisory Committee

Mr. Madigan moved that the Board of Selectmen appoint Mr. Kurt D. Franke as an at-large member of the Economic Advisory Committee to fill an unexpired term due to expire as of June 30, 2015. Second by Mr. Dahlen. VOTE: 3:0:0.

Budget Presentations:

- **Schools**

Present for this item of business was Dr. Ben (Benedict) Tantillo, III, Superintendent of Duxbury Public Schools, and Ms. Susan Nauman, Business Manager of the Duxbury Public Schools (DPS).

A PowerPoint presentation was given and what follows are some of the comments and/or clarifications Dr. Tantillo made:

- He mentioned that in today’s learning environment a lot of learning is done via access to the internet. For example, DPS classrooms skyping with classrooms around the world.
- He highlighted some of the factors, which affect the budget, including:
 - Unforeseen issues: For example, this year there were some sewer issues at the Chandler School that needed to be taken care of and that was an unforeseen expense.

- The number of new students. This year the DPS had 199 new students, and it is difficult to predict year to year how many new students might enter the district.
- Special needs: An effort is being made to bring special needs students back to the DPS because it is better for them to be with their local peers, and it is more cost-effective. In order to do so, however, support staff is needed. The schools hired 5 additional aides for special needs students to provide the needed support.
- Unfunded Mandates: These are requirements passed by the legislature for which no monies were allocated. For example: A new evaluation system related to “Race to the Top” requires all administrators to receive 30 hours of training, but no funding was provided to accomplish this so it needs to be covered under the school budget. This training is for the new assessment testing.
- School Demographics: Enrollment trends for each of the schools were shown. There is a peak enrollment that will be going to the Duxbury High School (DHS) for the next 3-4 years before the enrollments trend down; providing large numbers of new enrollees do not come into the system. The biggest issue in dealing with that will be accommodating all the students in the cafeteria. It is possible that instead of 3 lunch periods they will have to schedule 4 lunch periods in order for all the DHS students to be served.
- Staffing: This budget includes funding for an additional World Language Teacher (for Mandarin) at the Duxbury Middle School (DMS), 1 math teacher at DHS, and 1 science teacher at DHS. In addition, the Guidance Department budget was increased to add summer hours. This was necessary to assist the number of students, who are applying for early admissions to colleges.
- New school buildings are on target to be open for September, 2014.
- The FY’15 school budget increased by \$1.2 million. To cover the increase the funding is coming from several sources, including \$1 million from the Town through taxation; savings from the anticipating 163 retirements; and finally some of the funding will come through e-learning initiatives.

John Madden made some general comments about the school budget. He mentioned that Chapter 70 funding for last year was \$115,000. and for this year is anticipated to be \$118,000. (as a minimum). The DOR is seeing some personal income growth and steady revenue growth so there is some optimism, but we are still being conservative.

- Capital Budget –School Department requests:
 - Wireless System Switches: \$50,000.
 - Accoustic Project –Alden School: \$25,000.
 - Life Safety System Upgrade –Chandler School: \$50,000.
 - Replace a Dump Truck: \$50,000
 - Replace Computers & Laptops: \$300,000
 - Total Requests: \$475,000.00

Initially they capital budget was for \$175,000, but they have requested an additional \$300,000. for computers. They have reprioritized their capital budgeting requests to finalize the 1200 computers needed for grades 9-12.

Dr. Tantillo explained the new building was built on the premise of wireless connections and each student in grades 9-12 to have a computer. It has been calculated the cost is between

\$ 900. to \$1000./ unit and 1200 units are needed to cover the DHS student population. Initially, Dr. Tantillo had hoped to be able to lease the computers, but due to the MSBA guidelines leasing is not possible. There is funding in the building project for technology so they plan to take \$700,000. from that fund. \$300,000 is being requested from the capital budget, and the remaining \$200,000 will be funded out of the operating budget for a lease-to-buy-over-a-4-year-period arrangement. The 8th graders would get the existing laptops. The 6th -7th graders will have carts with computers (about 300 computers for 500 students). Dr. Tantillo noted that because of the past business with Apple there will be a 0% rate.

- **Town Budget Presentation /Town Manager**

Town Manager René Read read a prepared statement providing an overview of the FY2015 Town Budget. Some of the salient points were as follows:

- It has been the practice of the Town to prepare a budget that is based on recurring and renewable revenue. The FY'15 budget does that, but stretches the estimates more than in the past to accomplish a balanced budget.
- Economic indicators have shown slow, gradual economic improvement.
- State Aid: At last week's Consensus Review Estimate Hearing held by the Massachusetts Department of Revenue (MA DOR) there was agreement that the State should expect modest but steady growth during FY'14 and FY'15. Therefore, it is anticipated that local aid to Duxbury will remain constant, with perhaps some room for growth.
- Local Receipts: In previous years the Town has budgeted based on only 85% of the estimated local receipts. For FY'15 we have had to extend this to 90% due to unexpectedly high increases in assessments to the Town. Local receipts have been down over the past couple of years, and it is not expected that they will rebound significantly.
- Taxation: Taxation revenue provides over 80% of the revenue required to balance the budget. Prop. 2 ½ increases for FY'15 should amount to approximately \$1,140,400. New growth through FY'14 is expected to remain strong and for FY'15 is expected to remain at approximately the FY'14 dollar amount of \$362,549. Debt service will decrease by \$234,697. However, in late FY'15 the Town will again be selling bonds relating to the Powder Point Bridge Rehabilitation, the Pine Street Water Mains installation, and the additional bonding required for the ongoing School Construction Project.
- Expenditures: The FY'15 budget takes into account the increasing costs of materials and services. In addition, it allows for the addition of two "much-needed and too long in the queue" positions. Since 1998 the Information Technology Department has been staffed by one person. With constant changes in technology, the need to upgrade and maintain the infrastructure necessary to support the technology, one of those positions would be in Information Technology. The second position would be for a HVAC Technician the rationale for which was explained earlier by the Facilities Director. It should be noted that staffing of non-education employees has increased by three, full-time employees since FY'09, an increase of 1.78%.
- Duxbury Fire Department Regional Dispatch Center: The good news is not only will this provide an enhanced medical response to a wider area, but many of the expenses will be funded through an ongoing grant from the State 911 Commission.
- Health Care: Through the benefits of the Health Care Reform bill, the Town has been able to reduce its appropriation by \$500,000. Or 7.35%. We take great pride in the management of

the health care costs that we have been able to achieve, and will continue to look for ways to hold down the health care costs going forward.

- Utility Costs: The Town has secured very preferable rates for both gas and electric utilities. However, projecting the costs of these utilities for the new buildings has been difficult so we will continue to monitor those costs as the new facilities come online.
- FY2015 General Fund Overall: The preliminary FY'15 General Fund budget presented tonight totals \$66,802,999, which represents an increase of 1.88% or \$1,228,274 over FY'14. The operating budget, net of fixed costs and debt, is up \$1,540,140. or 3.36%. Debt Service and Shared Costs are down a combined 3.31% from FY'14.
- The largest increases within the Operating Budget were the assessment of the Plymouth County Retirement System and Property & Liability Insurance. The assessment by Plymouth County increased by \$317,748. Or 12.71%. The Property & Liability Insurance went up slightly more than 24% or \$77,748., and this is primarily due to providing property insurance to both the old and new school facilities. It is anticipated that the Property & Liability Insurance will decrease when the existing school facilities are taken down.
- Water Enterprise Fund: A 5.18% overall decrease (i.e., approx. \$122,911) in the Water Enterprise budget for FY'15 is expected. The Water Enterprise debt budget decreased by \$149,709 or 21.40%. However, during the current year the Town will be permanently bonding for the Pine Street Water Main project in the amount of approx. \$925,000. This entire cost will be borne by the water users. There are several planned capital improvements and the Water Enterprise Fund is projected to have close to \$1,000,000. in retained earnings dedicated to those planned projects.
- Pool Enterprise Fund: The Pool Fund budget is expected to increase by \$9,689. Or 2.61%. The good news is the pool made a slight (\$2,903.58) profit in FY'13. However, we are anticipating a \$65,000. expenditure, as every five years the pool water must be replaced and necessary repairs done when the pool is empty. The water and repairs are upcoming.
- Capital Improvement Program: We are projecting a minimum of \$1,000,000. From Free Cash to fund the Town's Capital Improvement Program. The Town will also utilize the sale of lots and graves revenue to fund the program. For FY'14 we were able to provide funding for 55% of the projects requested. For FY'15 the departments have submitted close to \$2.450 million in capital requests primarily related to building maintenance, equipment replacement, and technology and communication upgrades. With the help of the Fiscal Advisory Committee and the Department Heads, Mr. Read indicated that he is confident the Town will be able to fund the most pressing capital needs.

In closing Mr. Read acknowledged and thanked the Department Heads and staff for their tireless efforts and hard work. He was especially appreciative of the working relationship, assistance, and guidance of the Town's Finance Director John Madden.

IX BONUS SHELLFISH SEASON (for January & February 2014)

Mr. Dahlen moved that the Board of Selectmen declare a temporary Bonus Shellfish Season:

- 1) for the **commercial** harvesting of soft shelled clams for the months of January and February 2014 in accordance with posted Attachments B & C; and

- 2) for the **commercial** harvesting of quahog clams for the months of January and February 2014 in accordance with posted Attachments A & C; and
- 3) for the **recreational** harvesting of softshell clams for the months of January and February 2014 in accordance with posted Attachment D.

Second by Mr. Flynn. VOTE: 3:0:0.

X ADJOURNMENT

At approximately 8:15 PM, Mr. Dahlen moved that the Board adjourn. Second by Mr. Flynn.
VOTE: 3:0:0.

Minutes prepared by: C. Anne Murray

LIST OF DOCUMENTS FOR 12-16-13 SELECTMEN'S MEETING

1. *Agenda for 12-16-13 Selectmen's Meeting*
2. *OPEN FORUM: no documents*
3. *AMENDMENT TO LIQ. LIC.-DYC, 489 Washington ST- Change of Hours: coversheet providing overview and suggested motion; copy of new Liquor License with amended hours; copy of Form 43; copy of DYC 10-21-13 Director's Meeting Minutes; and copy of existing Liquor License.*
4. *FACILITIES DEPT: PowerPoint presentation "Town of Duxbury Facilities Department Development Plan".*
5. *DUXBURY SCHOOLS: Budget Presentation- 2013 Capital Prioritization and Preliminary Budget 2015.*
6. *TOWN BUDGET: Spreadsheets (11 Pgs.) of Departmental Salaries and Expenses FY14 Budget; FY15 Dept. Request; FY'15 Town Manager; %Change; and Dollar Change.*
7. *2014 ATM WARRANT: Suggested motion and 2014 ATM Warrant – DRAFT*
8. *OLD BUSINESS: Liq. License – Milepost Restaurant Corporate Name Change and new corporate filings.*
9. *TOWN MANAGER REPORT: Potential items to report.*
10. *SUGGESTED ANNOUNCEMENTS for 12-16-13.*
11. *MINUTES: Suggested Motion and 12-02-13 Selectmen Minutes-DRAFT.*
12. *APPOINTMENTS/ RE-APPOINTMENTS: Resignation and Appointment to Economic Advisory Committee.*
13. *BONUS SHELLFISH SEASON: Suggested motion and copy of Bonus Shellfish Season (for January and February, 2014).*