

Date: February 25, 2013

Date Minutes Approved: March 4, 2013

BOARD OF SELECTMEN MINUTES

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

Absent:

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

CONVENED IN OPEN SESSION

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

OPEN FORUM

The Chair recognized Mr. Robert (“Bob”) Doyle of Old Cove Road. Mr. Doyle spoke about the “Actuarial Valuation” report dated June 20, 2012, which is posted on the Town website. He said the report is for two-year actualization for the period of 2010 – 2016. He provided a handout to the Selectmen of his understanding of the figures. He said the information was difficult to follow and he asked that the Selectmen come up with some way of educating the public before Town Meeting of what these figures mean.

REGISTERING YOUR CELL PHONE TO RECEIVE EMERGENCY NOTIFICATIONS:

In response to resident comments, who had not received the storm emergency notifications, Mr. Flynn mentioned that **residents can sign up on the Town website: www.town.duxbury.ma.us to enter their cell phone number. On the home page of the website in the left toolbar find the logo for “One-Step Notifications – Sign-up Now –Services by Blackboard Connect”. Click on it and it will take you to a screen where you can login and add several phone numbers, including cell phone numbers, and email addresses.** The messages are sent out as calls and as text messages. By entering your cell phone #, if your landline does go down due to a power outage, the emergency messages will go to your cell phone.

PUBLIC SAFETY - STORM UPDATE

Fire Chief Kevin Nord, who is in charge of Duxbury’s Emergency Management Team, provided an After Action Report of the emergency response to Nemo 2013 (i.e., the Blizzard of 2013) and supplemented his comments with PowerPoint presentation illustrating some of the topics discussed. The After Action Report covered the following topics: Preparation, Communication, Response, NStar Sheltering, Additional Resources, and the Emergency Standby Generator. Highlighted throughout his comments was the severity of the weather conditions and the cooperative efforts and spirit of the Fire Dept., the Police Dept. the Harbormaster’s Dept., the DPW, the COA, the Medical Reserve Corp., and a number of other volunteers. Also mentioned, by Chief Nord was the cooperation and helpfulness of the surrounding communities from the regional shelter in Marshfield to the mutual aid given by fire departments and police stations to the presence of the National Guard.

Chief Nord indicated that focus has now shifted to the collection of preliminary damage assessment (PDA). The Plymouth County threshold is \$1.7 million to qualify for potential reimbursement through FEMA, but it is a very long process to realize any financial reimbursements.

Police Chief Matthew Clancy gave a brief overview from the Police Department’s perspective. He indicated that initially the Police were active with hazard response and after the storm they were actively involved in well-being checks. He couldn’t stress enough how difficult the weather conditions were. He mentioned that

this was only the second time in his 30 year career that the conditions were so unsafe that Public Safety officials were called in as it was too unsafe for them to be out on the roads.

Beyond that Chief Clancy mentioned that the Public Safety agencies are set up with contingency plans with built in redundancies, and the backup plans for the various systems worked as they were intended. He publicly commended Chief Nord for his role as the Emergency Management Director.

Mr. Peter Buttkus, DPW Director, urged the public to call if there is an issue near a roadway and it will be added to the list of areas for crews to be sent to so they can determine the best way to handle it. He also mentioned that the staff is servicing all areas of Town. There was a lot of damage, and they are cleaning it up as quickly as they can, so please have patience. He stressed that NStar needs to have an onsite representative to coordinate with staff who are trying to clear trees, but need to make sure power lines are not live when they do so.

Mr. Madigan commented that it would be helpful if NStar could provide better information of when it was likely for power to be restored. If people know it might be out for several days, then they might make different plans. He also opined that NStar should look at burying lines, and was informed that NStar is currently evaluating 2 communities to get some cost estimates.

Mr. Don Beers, Harbormaster, said that his department focused on preparation prior to the storm to get as much equipment secured before it hit. He echoed the comments of the others regarding the intensity of the storm.

Mr. MacDonald commended the public for their patience given the frustrations felt by all. Beyond that he said that he has seen how the Emergency Operations Center operates and it is very impressive. He commended the staff from the leadership down.

Mr. Flynn echoed that by publicly commending the staff

TOWN MANAGER CANDIDATES: The Selectmen may deliberate to select and vote on the final candidate

Mr. Flynn began by mentioning that some of the members of the Town Manager Search Committee did make visits to both candidates' towns (i.e., Hanson and Norwell). The Committee members reported back to him with a favorable report on both.

Mr. Madigan said that through the process, the interviews, and the reports received he felt that Mr. Rene' Read stood out as the candidate he would like to see be the next Town Manager. He felt that this was a promotion for Mr. Read, but a more of a lateral move for Mr. Boudreau. Mr. Madigan felt Mr. Read's background showed a more genuine team approach. He mentioned that the experience he has and the problems he has dealt with seem to indicate that he values the people he works with and will continue to value the staff Duxbury has.

Before continuing, Mr. Flynn did correct Mr. Madigan by stating that the position would also be a step up versus a lateral move for Mr. Boudreau. *[Editorial Note: Both candidates are currently Town Administrators, but in Duxbury the position is that of a Town Manager, which carries additional responsibilities.]*

Mr. Dahlen said he had similar feelings. He mentioned that as part of the process both candidates met with the department heads. He spoke with a number of the department heads and the unanimous view expressed was in support of Mr. Read. In their comments several said they felt Mr. Read "would be the most like Richard (MacDonald)" viewing him as the leader of the team. He said he also spoke with a few committee members, who had similar views. Mr. Dahlen mentioned he spoke with Ms. Karen Barry, who provided him

with some contact names of Hanson officials. He said he spoke with Mr. Charlie Mann (former Hanson Town Moderator), Mr. Rich Flynn (a Hanson Selectman), and Mr. Jerry Thompson (Hanson Fire Chief) and related some of their comments, which were all favorable.

Mr. Flynn commended the Search Committee, who he felt recommended two exceptional candidates. He said both had excellent credentials and gave a brief overview of each of the candidate's municipal experience. He then stated that his was his opinion that Mr. Read is early in his career but ready to move into the job of Town Manager. Mr. Flynn said Mr. Read is committed to the job and committed to Duxbury and the Town would be well represented by him. Therefore, Mr. Flynn said Mr. Read is the candidate he supports.

Mr. Madigan moved that the Board of Selectmen offer Mr. Rene' Read the position of Town Manager for the Town of Duxbury and that Mr. MacDonald and the Human Resources Department to prepare a draft contract for the review of the Board of Selectmen. Second by Mr. Dahlen. Vote: 3:0:0.

HARBORMASTER BUDGET PRESENTATION

Harbormaster Don Beers gave a PowerPoint presentation, which gave an overview of the Harbormaster's Department and budget. He introduced his administrative team: Mr. Jake Emerson, Executive Officer, Mr. Michael Pforr, Endangered Species Officer, and Ms. Stefanie Middleton, Administrative Assistant.

The presentation covered the following topics:

- Department mission: To provide safe and appropriate access to our bay, shore, and natural resources. The department carries out its mission through education, presence, and enforcement. Mr. Beers added that the stress is on education.
- Department Organization: There are 3 divisions: Marine, Beach Management, and Fish & Wildlife.
- Department Personnel: Harbormaster Beers introduced the administrative team mentioned above. In addition, the department is staffed with 22 Seasonal Intermittent Officers and 40 Endangered Species Monitors and Scientists. The former are funded in part by a Reservations/Near Shore Grant and the latter is funded by the Duxbury Beach Reservation.
- Department Receipts: The department receipts come from six sources: waterfront fees and permits; beach fees and permits; shellfish fees and permits; vessel excise commitment; fines, and launch and tie-up fees. The estimated FY' 13 department receipts total is projected as \$2,036,000.00.
- Department Grants: The Harbormaster Department has successfully obtained a number of grants and the slide showed the grants and dollar amounts.

Mr. Emerson explained the Homeland Security Port Security Grant, which was jointly obtained by Plymouth and Duxbury. The purpose of this grant is to secure the shoreline in proximity to the Pilgrim Nuclear Station. The grant allowed for the purchase of security cameras for a passive security system. Mr. Emerson explained that a passive system is one that is not actively monitored, but does tape activities so that in the event of an incident, ranging from a missing person to a security concern, the tapes can be viewed to determine the best deployment of assets and/or clues to pursue an investigation.

- Department Budget Summary: This slide outlined the departmental expenses from FY' 11 through the projected FY' 14 with a breakout for salaries and expenses. For FY' 14 the total expenses (per the Finance Director recommendation) are projected to be \$257,028.
- Department Payroll: The next slide provided a breakout of the department payroll by position.
- Department Expenses: The final slide showed a line item breakout of department expenses actual showing past years FY' 11, current year FY' 13, and requested FY' 14 budgeted expenses.

DISCUSSION OF TOWN MEETING ARTICLES

[For the purposes of this discussion Annual Town Meeting will be abbreviated as ATM and Special Town Meeting will be abbreviated as STM]

Article Pertaining to Duxbury Beach Lease – continuation

Mr. Dahlen recused himself as he is a Director of the Duxbury Beach Reservation, Inc. (DBR) and stepped down from the Selectmen's table for this item of business.

This discussion was a continuation from the previous Selectmen's Meeting. Ms. Maggie Kearney, President of the DBR, did clarify her previous statements. She explained that the Town does not owe \$200,000. as previously suggested. The DBR has been tracking expenses to compare how closely the expenses compare to the lease amount. Their findings are that the expenses have been approximately \$200,000. than the lease amount. Tonight, however, they wanted to inform the Selectmen of the extensive damage done to the beach.

At this point she turned the discussion over to Mr. Al Vautrinot, a DBR member. Mr. Vautrinot gave a brief PowerPoint presentation to illustrate the damages that occurred. Many of the points made were previously discussed and are recorded in 02-15-13 Board of Selectmen Minutes. As a result of the damages, the DBR has requested an additional \$200,000. from the Town for FY'14.

Mr. MacDonald said he met with Ms. Kearney and Mr. Robert Hayes of the DBR to discuss the financial situation. He said that the budgets for FY'14 have been set, but he will support the increase of \$200,000. to cover the beach damages. In order to do so, however, this will mean adjusting the FY'14 budget for cuts elsewhere. In addition, they discussed the Town making one lump- sum \$400,000. lease payment in July versus quarterly as has been done previously. He also said that the Town and the DBR do need to discuss a plan for the expenses going forward, and Ms. Kearney agreed.

Mr. Madigan asked if we have the free cash available to deal with this emergency. In response, Mr. Madden said that this is not a lease, which would be an ongoing expense. He also said that an expense report was mentioned, but he has not been provided with a copy of the report so he does not have the details of what the money is covering. If we can agree that it is a capital item related to the storm, then we will find the funds. If it is a lease, then it would mean cutting positions, which had been budgeted for.

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 ATM Article to raise and appropriate and/or transfer from available funds, \$400,000.00 and to take from free cash to \$200,000 to be expended under the direction of the Town Manager for the purpose of leasing Duxbury Beach for the year. Second by Mr. Flynn. Vote: 2:0:0. *(Mr. Dahlen recused himself and did not vote on this item of business.)*

Article Pertaining to Union Contracts

Present for this item of business was Ms. Jeannie Horne, HR Officer.

Ms. Horne advised the Board that they have settled one Agreement with the Library employees, and it is anticipated that there will be another Agreement settled with the Firefighter's union next week.

It was decided to hold off on voting on this article until the next Selectmen's meeting

Article Pertaining to Personnel Plan & Compensation Schedule

Ms. Horne explained that the Personnel Plan has been updated. Many of the changes are minor “housekeeping” items. She did highlight several of the bigger changes:

- Compensatory time policy has been added (pg 25 of draft). Compensatory Time is not available for salaried employees and non-union employees. However, there is additional language which will allow the Town Manager to review and approve compensatory time over and above regular job duties. The HR Department would keep the records regarding this and the authorized compensation time has to be used within 30 days.
- Holiday policy has been clarified (pg 30 of draft). This is somewhat of a housekeeping item, but it does clarify the language for situations where an employee works on a holiday when they otherwise would be scheduled to have it off and their eligibility for another day in exchange. This section also memorializes some current practices.
- Compensation Schedule (beginning on pg 34 of draft): Based on a benchmarking survey of 20 communities in which 15 provided data the compensation schedule was revised. Looked at similar communities based on budget and amenities, for example, coastal communities or those with an indoor pool, golf course, or crematorium. The Personnel Board worked with Finance Director and the Town Manager in a 4 step process to set the compensation schedule. The 4 steps were:
 - (1) to value years of service and salary equity;
 - (2) to determine internal equity;
 - (3) to determine if positions were within the correct grade and if not, to adjust the grade of the position;
 - (4) to confirm the external equity using the results from the benchmarked communities.
- As a result there were 22 job adjustments; 5 compensation neutral and 17 compensation positive salary changes.
- Total dollar amount to be requested to fund the changes is still under review. The figure should be available for the next meeting.

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 ATM Article to amend the section of the General Bylaws known as the “Duxbury Personnel Plan” to become effective July 1, 2013 and to raise and appropriate or transfer from available funds, such sums of money to implement the Personnel Plan and provide funding for other salary compensation not a part of the Personnel Plan. Second by Mr. Dahlen. Vote: 3:0:0.

Article Pertaining to Reserve Fund for Future Payment of Accrued Liabilities

Mr. Madden explained that the Legislature approved Chapter 40 Section 13D to allow for a reserve fund to cover accrued liabilities (i.e., sick and vacation time) for employees who leave. For example, unexpected retirements in which sick time and vacation time owed had not been budgeted. This fund was established to cover such unanticipated contingencies and Town tries to keep it at approximately \$200,000. and only to replenish it as needed. He noted that it can be spent without further appropriation.

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 ATM Article to establish a reserve fund for the future payment of accrued liabilities for compensated absences due any employee or full-time officer of the town upon termination and to raise and appropriate or transfer from available funds, a sum of money to such fund to be expended under the direction of the Town Manager. Second by Mr. Dahlen. Vote: 3:0:0.

Article Pertaining to Operating Budget

Mr. Madden said that the Operating Budget has been reviewed but has not completely been voted on by the Finance Committee. Based on his recommendations the total operating budget will be \$65,572,925. He expects to have a copy of the Operating Budget available to the Selectmen for their next meeting, but the above amount is within the tax levy.

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 ATM Article to raise and appropriate, or transfer from available funds, including the Water Enterprise Fund and the Percy Walker Pool Enterprise Fund, in accordance with M.G.L. Chapter 44, Section 53F ½, such sums of money as it determines necessary for Town expenses and charges, including, without limitation of the foregoing, debt and interest, wages, salaries, Reserve Fund, and expenses for operation of the Town's departments and offices, all for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014 inclusive. Second by Mr. Dahlen. Vote: 3:0:0.

Article Pertaining to Capital Budget – (postponed to next Selectmen's meeting)

Mr. Madden asked the Selectmen to defer voting on this article until the next Selectmen's meeting as it is still under review. The Fiscal Advisory Committee is completing its review and then it will be reviewed by the Town Manager so that recommendations can be prepared for the Selectmen.

STM Article Pertaining to Budget Adjustments

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to authorize the Town Manager to transfer from available funds a sum of money to supplement appropriations previously voted at the Annual Town Meeting of March 10, 2012 for the Fiscal Year beginning July 1, 2012 for various Town Departments. Second by Mr. Dahlen. Vote: 3:0:0.

Mr. Madden said that there are currently 16 motions and there may be several more. Most of these are related to the recent storm damage.

STM Article Pertaining to Unpaid Bills

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to appropriate by transferring from available funds \$6,449.09 to pay unpaid bills of previous years which may be legally unenforceable due to the insufficiency of an appropriation therefore. Second by Mr. Dahlen. Vote: 3:0:0.

These are bills which are legitimately owed, but for various reasons were not received in time to be paid in the previous year.

STM Article Pertaining to Percy Walker Pool Enterprise Fund

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to transfer from available funds a sum of money to be added to the Percy Walker Pool Enterprise Fund. Second by Mr. Dahlen. Vote: 3:0:0

Before the vote, Mr. Madden explained that the purpose of this transfer was to cover the reclassification of the Aquatic Supervisors, whose salaries are derived from the PW Pool Enterprise Fund, and also the related to the salaries of the Recreation Director and Assistant Recreation Director for hours devoted to pool-related business.

STM Article Pertaining to Pension Reserve Fund

According to Mr. Madden, there is currently a balance of about \$700,688. in the Pension Reserve Fund. In the past, interest earnings were sufficient to add to the Fund, but with interest rates down the recommendation is to move \$100,000. into the Fund. The purpose of this Fund is to assist the Town in covering the pension assessment increases from year to year.

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to transfer from available funds a sum of money to be added to the Pension Reserve Fund. Second by Mr. Dahlen. Vote: 3:0:0.

STM Article Pertaining to Unemployment Trust Fund

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to transfer from available funds a sum of money to be added to the Unemployment Trust Fund. Second by Mr. Dahlen. Vote: 3:0:0.

Prior to the vote, Mr. Madden said the recommendation is for \$180,000 this year and that it has been two years since funds were added to bring it back to the \$200,000. level. He added that this year about \$77,950. has been paid out, and it is anticipated that by the end of the year the remaining balance in the Fund will be about \$18,000.

STM Article Pertaining to OPEB Trust Fund

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to transfer from available funds a sum of money to be added to the Other Post-Employment Benefits Trust Fund. Second by Mr. Dahlen. Vote: 3:0:0.

Prior to the vote, Mr. Madden said that the recommendation is for \$200,000. to be put in the OPEB Trust Fund. Mr. Madden categorized this as an honest effort to cover liabilities towards covering the Town's liabilities. On an annual basis we receive about \$135,000. a year from Medicare D reimbursement and are putting it into this Fund.

This is the item that Mr. Doyle referred to at the beginning of the meeting. Mr. Madden said that the report (by Larry Stone) is posted on the website, he believes on the Human Resources or Treasurer's web pages.

He said that the Town has taken steps to keep health insurance costs down. He mentioned:

- We increased employee co-payments and deductibles.
- In the next year or so (FY'14 or Fy'15) the GIC-like plan will be initiated, which will mean more expenses will be carried by the employees.

Mr. MacDonald added that many communities have implemented a meal tax and are using it towards funding their liabilities. He is not advocating that for Duxbury, but other actions have been taken.

Mr. Madigan suggested using what the Town would have contributed towards premium holidays to be invested in this Fund instead.

STM Article Pertaining to Stabilization Fund

Mr. Madden indicated he is recommending \$300,000. be put into the Stabilization Fund.

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to transfer from available funds a sum of money to be added to the Stabilization Fund. Second by Mr. Dahlen. Vote: 3:0:0.

STM Article Pertaining to Overlay Surplus

Mr. Madden advised the Board that this article should be indefinitely postponed (IP).

STM Article(s) Pertaining to Settlement of Pending Litigation

Mr. Madigan moved that the Board of Selectmen recommend approval of the 2013 STM Article to transfer from available funds, a sum of money to be paid in settlement of litigation brought by former Police Chief Mark DeLuca. Second by Mr. Dahlen.

Prior to the vote there was discussion. The amount to be transferred to cover the Town's portion is a total of \$255,000., which represents the \$240,000. agreed to settlement amount plus 12% interest (*Interest rate is equivalent to current Court mandated interest rate.*) plus \$35,000. to be covered by MIIA. The overall total settlement to be \$290,000.

Mr. Dahlen opined that he felt that it should be brought before the voters, but said that personally he feels that this sets a bad precedent by letting an individual know that the Town is willing to settle, esp. when appropriate action was been taken. He said that he would not have offered the settlement, which was offered by a prior Board of Selectmen. He understands that there is a risk and the residents should understand that, but said he is a risk taker. Since it is pending litigation he could not get into the details, but he personally does not recommend and support this article.

Mr. Flynn indicated that Atty. Kesten and Atty. Kreiger will be at Town Meeting to explain this article and the potential risk. He added that there is not just some risk but a substantial risk and the legal opinions have indicated that a contract was made and the contract is a legal binding contract.

Mr. Madigan mentioned that there are other aspects to this matter this will resolve. It has been hanging over the Town for several years costing 12% interest. To continue fighting it would likely extend the decision by several more years costing additional 12% interest over time.

VOTE: 2:1:0. (*Mr. Dahlen was the nay vote.*)

BUSINESS

One-Day Liquor License Requests

Duxbury Student Union – Annual Fundraiser, March 23, 2013

Mr. Madigan moved that the Board of Selectmen grant to Ms. Theresa Woodward, as a representative of the Duxbury Student Union Association, a One-Day Wine & Malt License to hold a fundraising event on Saturday, March 23, 2013 from 7:00 PM to 11:30 PM at the Wright Building (DSU section only), contingent upon all the conditions on the license. Second by Mr. Dahlen. Vote: 3:0:0.

Art Complex Museum – Reception, March 3, 2013

Mr. Madigan moved that the Board of Selectmen grant to Ms. Doris Collins, as a representative of the Duxbury Art Museum, a One-Day Wine & Malt License to hold a reception on Sunday, March 3, 2013 from 1:30 PM to 3:30 PM at the Art Complex Museum (186 Alden Street), contingent upon all the conditions on the license. Second by Mr. Dahlen. Vote: 3:0:0.

Art Complex Museum – Reception, April 13, 2013

Mr. Madigan moved that the Board of Selectmen grant to Ms. Doris Collins, as a representative of the Duxbury Art Museum, a One-Day Wine & Malt License to hold a reception on Sunday, April 13, 2013 from 1:30 PM to 3:30 PM at the Art Complex Museum (186 Alden Street), contingent upon all the conditions on the license. Second by Mr. Dahlen. Vote: 3:0:0.

Event Permits

Ragnar Events – Road Race, May 3, 2013

Mr. Madigan moved that the Board of Selectmen grant to Ragnar Events permission to conduct a portion of their Ragnar Relay Cape Cod event in the Town of Duxbury on Friday, May 3, 2013 from 7:00 AM to 8:00 PM, contingent on all the conditions on the permit. Second by Mr. Dahlen. Vote: 3:0:0.

Mr. Ricky Baker, the Race Director, was in the audience. He was recognized by the Chair and gave a brief overview of the race which is a 200-mile running relay run by teams of 12 runners split into groups of 6 runners each who alternate. He noted that the course in Duxbury has been worked out in coordination with the Duxbury Police.

TOWN MANAGER'S BRIEF

Mr. MacDonald mentioned the following items:

- 1. Continued Log Waste Acceptance at Transfer Station:** Mr. MacDonald announced that the DPW will continue to accept log waste at the Transfer Station until March 10th. He stressed that no stumps will be accepted. He indicated this was being done to allow residents some extra time to get rid of branches. Rather than extend that timeframe now he said he would revisit extending the date if need be, but residents were encouraged to take advantage of this extra clean up time.
- 2. TABLE RESERVATIONS FOR TOWN MEETING:** Mr. MacDonald reminded everyone that if you or your organization is interested in reserving a table to display information at the Duxbury Town Meeting, please contact the Board of Selectmen staff. Tables are limited and will be assigned on a first-come, first-serve basis with preference given to Duxbury organizations.
- 3. POWER OUTAGE LAST NIGHT:** For those who experience a power outage last night, the Town Manager said he was advised that there was a problem at the NStar power Station on Lincoln Street, which effected about 1300 residences in Duxbury and 3800 residences in Marshfield. NStar was able to restore power within a few hours. He said he just wanted to mention it so people would be informed about what happened.
- 4. Budget & Personnel Matters:** Mr. MacDonald indicated that much of his focus this week has been on the budget and some personnel matters.

ANNOUNCEMENTS –There were no announcements.

Mr. Flynn did mention that Duxbury families had hosted 2 AFS students during the 2012-2013 year. The Board will be signing certificates for the following AFS students to recognize them as Honorary Duxbury citizens: Juliette Leger (France) and Martina Rama (Italy).

MINUTES

02-15-13 Executive Session Minutes –Draft

Mr. Dahlen moved that the Board approve the 02-15-13 Executive Session Minutes, as presented, with the contents to remain sealed until the need for confidentiality has passed. Second by Mr. Flynn. Vote: 2:0:1 (*Mr. Madigan abstained as he was not present at that meeting.*)

02-15-13 Open Session Minutes –Draft

Mr. Madigan moved that the Board approve the 02-15-13 Open Session Minutes, as presented. Second by Mr Dahlen. Vote: 3:0:0.

COMMITTEE APPOINTMENTS / RE-APPOINTMENTS -None

ADJOURNMENT

At approximately 9:10 PM, Mr. Dahlen moved that the Board adjourn. Second by Mr. Madigan.
VOTE: 3:0:0.

Minutes prepared by: C. Anne Murray

LIST OF DOCUMENTS FOR OPEN SESSION MEETING

1. *Agenda for 02-25-13 Selectmen's Meeting*
2. *Handout received from Mr. Bob Doyle in Open Forum dated 02-24-13*
3. *Printout of Homepage of Town website and instructions for registering phone numbers and emails to receive Town Emergency Notifications.*
4. *02-21-13 Memorandum from Chief Kevin Nord RE: "After Action Report for Nemo 2013" and 02-19-13 Letter from Chief Nord to Mr. Eric Clark of South Shore Generator Service*
5. *PowerPoint presentation: "Duxbury Harbormaster Department FY 2014 Budget"*
6. *Town Meeting Articles- Suggested Motions & Article for the following:*
 - *ATM Article pertaining to Duxbury Beach Lease*
 - *ATM Article pertaining to Union Contracts*
 - *ATM Article pertaining to Personnel Plan & Compensation Schedule*
 - *ATM Article pertaining to Reserve Fund for Future Payment of Accrued Liabilities*
 - *ATM Article pertaining to Operating Budget*
 - *ATM Article pertaining to Capital Budget*
 - *STM Article Pertaining to Budget Adjustments*
 - *STM Article Pertaining to Unpaid Bills*
 - *STM Article Pertaining to Percy Walker Pool Enterprise Fund*
 - *STM Article Pertaining to Pension Reserve Fund*
 - *STM Article Pertaining to Unemployment Trust Fund*
 - *STM Article Pertaining to OPEB Trust Fund*
 - *STM Article Pertaining to Stabilization*
 - *STM Article Pertaining to Overlay Surplus*
 - *STM Article(s) Pertaining to Settlement of Pending Litigation*
7. *One-Day Liquor License requests:*
 - *Duxbury Student Union -03-23-13 Fundraiser packet*
 - *Art Complex Museum:03-03-13 Reception packet*

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- *Art Complex Museum: 04-13-13 Reception packet*
- 8. *Event Permits: Ragnar Events-Road Race 05-03-13*
- 9. *Town Manager Brief (potential items)*
- 10. *ANNOUNCEMENTS: AFS Certificates in Signature File*
- 11. *MINUTES: 02-15-13 Executive Session Minutes-DRAFT & 02-15-13 Open Session Minutes-DRAFT*