

Date: November 18, 2013

Date Minutes Approved: November 25, 2015

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

CONVENED IN OPEN SESSION

The meeting was called to order at 7:01 PM in the Mural Room.

OPEN FORUM

Nothing was brought forward by the audience.

Mr. Flynn announced that he will be running for re-election to the Board of Selectmen.

7:01 P.M. HEARING – USE OF MILLENNIUM TOWN GREEN: Tree Lighting, December 1, 2013 - Duxbury Rotary Club, Paul Brogna

[Editorial Note: In accordance with the requirements for events on the Town Green, the abutters were notified of the event. No feedback was received. In addition departmental reviews of the request were done. There were no objections and departmental feedback was incorporated into the conditions listed on the permit or license.]

Mr. Dahlen moved that the Board of Selectmen grant to Mr. Paul Brogna, as a representative of the Duxbury Rotary Club, an event permit for the Annual Tree Lighting and Celebration, to be held on the Millennium Town Green on Sunday, December 1, 2013 from 1:00 PM to 7:00 PM, subject to the conditions listed on the permit. Second by Mr. Flynn. VOTE: 3:0:0.

Mr. Brogna was present as the representative of the Duxbury Rotary Club. He added a few comments about how well attended and well-received the event had been in the past, and they hope it will be this year as well.

7:02 P.M. HEARING – AMENDMENT TO LIQUOR LICENSE – WINSOR HOUSE, RE: Change in Hours

Mr. Madigan explained the next item of business is a public hearing regarding a change to the hours that the Winsor House can sell / serve alcohol.

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Mr. Dahlen moved that the Board of Selectmen open the public hearing for consideration of an application for a change of the hours of operation and the hours within which alcoholic beverages may be sold to seven days (7) a week from 8:00 a.m. to 1:00 a.m. to the All-Alcoholic Common Victualler license held by Modern Family Associates, LLC, d/b/a Winsor House Inn & Restaurant, Alexander S. Marconi, Manager, 390 Washington ST, Duxbury, MA. Second by Mr. Flynn. Vote: 3:0:0.

The requested change increases the hours that the business may be open and the hours that alcoholic will be allowed to be sold inside the main restaurant.

The Chair recognized Mr. Alexander S. Marconi, who is listed as the applicant/Manager on the application. He was present with the other members of his family who are also involved in the business. Mr. Marconi explained that what they are requesting is to change the hours back to what was allowed for the previous owner of the Winsor House. He said that when they initially applied for the liquor license, they had applied for just the hours that they expected to be open for business. He said it is not their intention to increase the hours that they will be open, but to accommodate the inn guests and/or for a special event on, for example, a Monday when they would not normally be open.

It was noted that when they initially took over the business they weren't sure if or when the inn business would be re-opened. They said that they have re-opened the inn, and indicated that they have been busy.

Mr. Madigan mentioned that the Board did receive this afternoon a letter from an abutter to the parking lot, who expressed concerns about the noise after the Winsor House closes with people lingering in the parking area.

There was a brief discussion as to whether this concern was regarding past (historical) issues or more current. It was noted that the letter did seem to refer to past issues, but is expressing it as a concern given the request to amend the hours. Mr. Marconi indicated that they are trying to be good neighbors and have had few complaints.

Mr. Madigan also mentioned that the abutters asked that they be notified if there is going to be a special event.

He then asked if there were any further comments from the audience. No comments were made.

Mr. Dahlen that the Board of Selectmen, acting as the Licensing Authority, approve the change of the hours of operation and the hours within which alcoholic beverages may be sold to seven days (7) a week from 8:00 a.m. to 1:00 a.m. in the main restaurant with terms and conditions regarding the patio to remain unchanged on the All-Alcoholic Common Victualler license issued to the Modern Family Associates, LLC, d/b/a Winsor House Inn & Restaurant, 390 Washington ST, Duxbury, MA. Second by Mr. Flynn. Vote: 3:0:0.

Before voting on the motion, Mr. Flynn indicated that the hours listed are 8:00 a.m. to 1:00 am and asked for some further clarification of the hours to make sure that is what the applicant intended. Ms. Holly Weilbrenner, one of the owners of the Winsor House, stated that it is not their intention to extend the hours that the restaurant is open. She explained that the restaurant opens at 10 AM and closes at midnight, and she does not plan to change that. The amendment of the hours is intended to

provide service to some of the inn guests and to accommodate some special events, for example on a Monday night, when they otherwise would have been closed.

The Selectmen then voted on the motion. Vote: 3:0:0.

Mr. Dahlen moved that the Board of Selectmen close the public hearing for consideration of an application for a change of the hours of operation and the hours within which alcoholic beverages may be sold to seven days (7) a week from 8:00 a.m. to 1:00 a.m. in the main restaurant with terms and conditions regarding the patio to remain unchanged on the All-Alcoholic Common Victualler license issued to Modern Family Associates, LLC, d/b/a Winsor House Inn & Restaurant, Alexander S. Marconi, Manager, 390 Washington ST, Duxbury, MA. Second by Mr. Flynn.

BUDGET PRESENTATIONS:

Mr. Madigan said that tonight is the beginning of a series of departmental budget presentations. It is hoped that by having the budget presentations now the public can be more informed and have fewer questions at Town Meeting.

○ **COUNCIL ON AGING (COA)**

Ms. Joanne Moore, the Director of the COA, presented the Council on Aging budget with the technical assistance of Ms. Linda Hayes, the Assistant Director of the COA.

Ms. Moore's comments accompanied a PowerPoint presentation, which will be posted along with the minutes.

During the presentation she mentioned the following:

- The Council of Aging is an accredited senior center; only 1% of senior centers in the country are accredited. The Duxbury COA is currently going through a re-accreditation process.
- Elderly Population Increase: In 2010 the elderly population in Duxbury was 3,550 individuals. If everyone stays in Duxbury, then in 2020 there will be 5,448 elders, which is 36% of the Town's population and a 65% increase in the number of seniors.
- For FY'15 the COA budget is \$516,232. She explained that is a 1% increase overall. The increases being attributed to the following:
 - Salaries: standard raises/ increases and 6 additional weekly hours for the Finance Coordinator due to the added business and grants.
 - Expenses: A \$10,750. increase to cover the increased cost of food, building and ground maintenance and supply costs, and cable/internet services.
- Revenue / Funding Sources: 77% from Town budget; 10% from GATRA; 9% from Friends of the COA; and 4% from a formula grant. Ms. Moore spoke briefly about the positions those revenue streams fund.
- Volunteers: Ms. Moore stressed that 257 volunteers gave 22,360 hours of service, without which the COA could not function. Assigning a dollar value to the hours it works out to the equivalent of \$495,061.
- Capital Project Requests: \$23,500. Total Ms. Moore explained the need for each of the following capital requests:

- 2nd FL Carpeting replacement - \$14,000.; The first floor was re-carpeted and the facility was painted in 2013. These funds would allow for the continuation of the upkeep.
- Replace 25 dining chairs –Ellison RM: \$7,250; The chairs in the dining room are 11 years old and some are rickety. The hope is to replace all the chairs over a 3-year period.
- Roof cleaning: \$2,250. This would be to treat an algae problem on the roof.
- 2013 Highlights: Ms. Moore spoke briefly about the following:
 - Programs & Activities: In 2013 the COA offered 2,602 programs. She was particularly proud that the Duxbury COA was recognized as one of only five senior centers nationally for the Aging Mastery Pilot Program. They hope to offer the Aging Mastery Program again.
 - Outreach: Their case workers handled 2,099 contacts to seniors, caregivers, and family members providing information, referrals, case management, and advocacy.
 - Nutrition: Over 13,000 meals were served through their congregate meals at the senior center, home-delivered meals, and newly-added café.
 - Transportation: Over 5000 rides totally to help seniors remain independent and to get to medical appointments.
 - Social Day /Respite Program: This is a program for those with Alzheimer's. The program had been only 2 days a week, but was expanded to 4 days a week in 2013. It provides support for 20 seniors and their families.
- Future plans: Would like to add-on an addition to the building to expand the Social Day / Respite Program. The number with Alzheimer's is increasing dramatically. So they would like to provide 2 respite sessions to run concurrently. In response to a question from the Board, Ms. Moore said that they would like the addition to include: another room for the Alzheimer's program, with a bathroom and a nurse's room between the two rooms, plus a 50-person classroom for life-long learning and other meetings, and a larger fitness room.
- Long-Term Planning:
 - Tax-relief for Elders: Currently have 35 spots in the Senior Tax Work Off Program, but need more.
 - Respite / Caregiver: By expanding the day program to support caregivers and to provide education and support through outreach services.
 - Program Expansion:
 - Evidence-Based Programs: These are proven programs which make a difference. Currently Tai Chi and Matter of Balance (balance /fall prevention). Also programs to deal with chronic pain and disease-self management (such as diabetes) and healthy eating.
 - Health and Wellness: To make exercise more affordable.

○ **FIRE DEPARTMENT**

Fire Chief Kevin Nord and Deputy Chief Christopher West were available for the Fire Department presentation. The Fire Department Budget PowerPoint presentation will be posted on the minutes on the Town website.

The following are the highlights from Chief Nord's comments:

- Duxbury Regional Emergency Communications Center (i.e., Dispatch Center): Has been operational since February, 2013. Plympton has signed an agreement to join it and will be coming online in late January. Formerly the Plympton dispatch duties were handled through the State Police. He explained that 18% of the cost comes from Plympton based on a call volume formula, and the Plympton share of the funds comes from what their town gets as its share of the State 911 monies. The staffing has only been increased by a part-time administrative position.
- FY'13 Statistics:
 - Emergency Responses: 2,454 emergency responses ranging from firefighting to accidents to hazardous materials spills to lock outs.
 - Fire Permits: 1667 issued
 - Inspections: 668 inspections
 - Public Education: 30 hours
 - Training: 941 hours of training
- Fire Dept. Staffing: 25 total Administrations and Firefighters; Set up as 4 shifts: 3 shifts have 5 members and 1 shift has 6 members. The 6 member shift includes their most recent hire, who is just finishing training at the Fire Academy. He is an EMT / mechanic so they are looking forward to his return. In addition they have 10 on-call firefighters, 1 PT (37.5 hrs.) Chief's Admin. Asst., 1 PT (15 hrs.) Admin. Asst., and a PT (8 hrs.) DEMA Adm. Asst.
- Revenue: For FY'13 he had projected revenue of \$728,000. The actual revenue was \$720,000. This was against the projected annual cost of \$640,434.

The Selectmen asked when we are due to replace the ambulances? In response Chief Nord indicated that the life span of an ambulance is typically 7 years. We are due to replace the oldest one next year. With the use of the 3rd shared truck (Duxbury, Marshfield, & Kingston) and a change in model manufacturer potentially that life span might be extended.
- Budget: It was noted that there is a substantial increase between the FY'14 budget total \$2,839,734 and the FY'15 budget total of \$3,054,142. He explained that the union contract was settled just prior to the 2013 Town Meeting and it contained several significant provisions, including:
 - They went away from a fixed dollar stipend to a percentage similar to law enforcement and that was over the 3 years of the contract. In exchange the administration did receive concessions, such as a sick time buyback. The bottom line is that the FY'14 budget should have been an additional \$106,000. Given that the increase is closer to \$96,000. or a 3.9% increase.
 - There is a \$91,000 shortfall in the FY'14 budget. There is hope that those funds can be found within the budget, but if not, then an article will be brought to the Special Town Meeting in March, 2014.
- Salaries: FY'15 budget is an increase of \$96,000, which is a 3.9% increase. This increase includes: a 1.5% Collective Bargain Agreement increase (\$27,000), a 5-person increase in vacation time (\$11,000.), planning for a Sick Leave Buy Back for retirement (\$20,000.), Public Safety Dispatch coverage (\$30,000.) and Holiday /Recall pay (\$8000.). It was noted that there is a mandatory retirement age of 65 for Fire Department personnel. As there is one anticipated retirement it was decided to plan for that within the budget instead of as a separate Special Town Meeting article.

- Expenses: The FY'15 budget includes \$12,000. or a 4 % increase. This was needed because of the increased cost of all expense line items.
- Revenue: Receipts from the ambulance service go back into the General Fund. It brings in at least 25% if not more of the Fire Department budget. Mr. Madden also mentioned that the regional dispatch is allowing the Town to take advantage of State 911 funds.
- Staffing: There was a brief discussion about the number of paramedics. Chief Nord said that he is not looking to increase the paramedic staff at this time as the call volume does not warrant it.
- Interdepartmental Cooperation: Chief Nord spoke about a Police Dept. truck that they swapped with the Fire Department. This was a win-win as the Fire Department needed the load capacity for a crew and a generator and the Police were able to swap the squad vehicle for one that more closely meets their needs.
- Capital Budget Requests: Chief Nord gave an explanation of the capital item requests and an explanation for why they are needed:
 - Replace 2005 Shift Commander's Car: \$47,500. Rationale: Need a 4-wheel drive vehicle with larger payload capacity for capacity to get to all calls and to carry a patient from off-road locations. Is at the 60% replacement formula used. Vehicle is 9 years old with 104,560 miles. Department has been working to standardize their vehicle fleet.
 - Ladder Frame Rails: \$11,500. Rationale: Asking for approx. ½ of the amount needed. No matter how well you rinse down the truck this is one area where corrosion occurs. By investing in refurbishment of the frame rails now it will save the need for more extensive and costly refurbishment and extend the life of the vehicle.
 - Portable Radios: \$130,000.; Rationale: Some of their portables are from 1999 and are no longer dependable. The newer models are significantly improved and made for public safety personnel. In FY'13 we attempted to get all the Town Public Safety Depts. (Fire, Police, Harbormaster, and DPW) on the same radio so there could be interdepartmental communications. This is the last piece of that project.
 - Radio Headsets: \$25,000.; Rationale: This would provide radio headsets in 8 existing vehicles. This allows the Firefighters to wear headsets while in the vehicles, which allows for improved hearing and communications from the Dispatch and within the vehicle. Also helps with hearing loss as many of the vehicles with their sirens on are extremely loud for those riding in the vehicle.
 - Accreditation: \$35,000.; Rationale: This would be an all-inclusive self-assessment process based on industry standards to help us make sure we are providing the most cost-effective, efficient, and best service possible. In the first round it takes approximately 1500 hours to accomplish accreditation. This would cover the \$5,000. Application costs and \$30,000. for a consultant to assist with the process.
 - Future Plans:
 - Accreditation
 - Active Shooter / Hostile Action Massachusetts Casualty Incident Plans: These plans are due for an update and need to take into consideration personnel who are finding themselves faced with dealing with emergencies in a hostile / active shooter environment. This may include training as well as bullet-proof vests and helmets. The Plymouth County Fire Marshalls are working on a regional plan.
 - Affordable Health Care Act, Paramedicine: The bottom line is that the Affordable Health Care Act is looking to keep people out of the Emergency Rooms. There are incentives to offer paramedicine –minor treatments which can be done onsite versus transporting patients.

- Firefighting tactics are changing: The materials being used in construction today are resulting in higher heat, higher energy fires. New techniques, equipment and/or training is needed to deal with these scenarios.
- Residential Sprinklers: Because of the afore-mentioned topic, there needs to be education and advocacy for the installation of residential sprinkler systems in new construction to better combat fires when they begin.
- Degradation of Plymouth Nuclear Power Station (PNPS), on-site fuel storage: PNPS has been downgraded to the bottom 10 list of plants. If they are shut down then there is concern of where the spent fuel will go or how it will be safely stored.
- Emergency Notifications: Two Twitter accounts are available to citizens:
 - (a) @DuxFDEM is for receiving Town-wide emergencies updates and information and
 - (b) @DXFD_PIO is for tweets on daily operations: training, responses, accidents, and recognitions. It was also noted residents can sign up on the Town website to sign up for emergency notifications. Look for the “Blackboard Connect” icon in the left toolbar on the Town website home page: www.town.duxbury.ma.us

After the presentation the Board did ask the Chief several questions about emergency operations in preparation for the upcoming winter season. He indicated that he has had some discussions about having voluntary staff to assist during storm emergencies as administrative staff. He is looking to establish another group but with the dispatch center has been pre-occupied. In the interim, he is confident that members of the Medical Reserve Corps could be utilized.

He also confirmed that they do have a generator in place. They are looking for funding for an electrical pig-tail that the booster cable plugs into. A grant has been submitted to MIIA for these funds.

MEETING OF THE WATER & SEWER COMMISSIONERS – WATER COMMITMENT

At approximately 8:07 PM, Mr. Dahlen moved that the Board of Selectmen adjourn the meeting as Selectmen in order to meet as the Water & Sewer Commissioners, with the intent of reconvening as Selectmen afterward. Second by Mr. Flynn. VOTE: 3:0:0.

It was explained that as Water Commissioners they approve the Water Commitment, which allows for the billing for the water, sewer and service charges to be done. In response to a question from the Selectmen, Mr. Madden explained that the billings take place every six months and they are broken into two sets of readings and two sets of commitments.

Mr. Dahlen moved that the Board of Water & Sewer Commissioners instruct the Treasurer to collect the total amount of \$994,559.87 for water, sewer and service. Second by Mr. Flynn. VOTE: 3:0:0.

Mr. Dahlen moved that the Board adjourn the meeting as Water & Sewer Commissioners in order to reconvene as Selectmen. Second by Mr. Flynn. VOTE: 3:0:0.

BUSINESS

For Event Permits and One-Day Liquor Licenses, departmental reviews of the requests were done. There were no objections and departmental feedback was incorporated into the conditions listed on the permit or license.

One-Day Liquor License Requests – none.

Event Permits – Just the Annual Tree Lighting and Celebration discussed at the beginning of the meeting.

TOWN MANAGER’S BRIEF

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

1. **2013 Annual Siren Test:** The 2013 Annual Siren Test will be conducted on Thursday, November 21, 2013, at approximately 3:45 p.m. and will last for approximately 3 minutes. You should not be alarmed if you hear it as this is only a test.
2. **Upcoming Budget Presentations:** The following budget presentations have been tentatively scheduled for the upcoming Selectmen’s Meetings:

On November 25, 2013: HARBORMASTER, LIBRARY, & POLICE DEPTS.

On December 2, 2013: DPW

On December 9, 2013: RECREATION DEPT. & TOWN MANAGER’S
BUDGET PRESENTATION

*(*Schedule is tentative so check the posting for each Selectmen’s Meeting. The meeting postings include the agenda and are posted at least 48 hours in advance of the actual meeting.)*

ANNOUNCEMENTS

Mr. Dahlen read announcements about:

1. **The Duxbury Interfaith Council:**

The Duxbury Interfaith Council serves over 100 Duxbury families by providing food baskets, giving gifts to children for the holidays, providing needed school supplies, covering summer camp tuitions, and paying for other life essentials for those in need.

Financial donations are also welcome and are tax-deductible. Make checks payable to the “Duxbury Interfaith Council”, P.O. Box 1161, Duxbury MA 02331. Or give the gift of your time by volunteering. For more information go to: www.duxburyinterfaithcouncil.org.

2. **Next Scheduled Selectmen’s Meeting:** Will be on Monday, November 25, 2013.

MINUTES

11-04-13 Executive Session Minutes (King Caesar Fund cases)

Mr. Dahlen moved that the Board of Selectmen approve the 11-04-13 Executive Session Minutes, with the contents to remain sealed due to medical confidentiality. Second by Mr. Flynn. Vote: 3:0:0.

COMMITTEE APPOINTMENTS/RE-APPOINTMENTS – *None made this evening.*

ADJOURNMENT

At approximately 8:12 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 11-18-13 SELECTMEN'S MEETING

1. *Agenda for 11-18-13 Selectmen's Meeting*
2. *Event Permit: 12-10-13 Duxbury Rotary Club Annual Tree Lighting and Celebration: Draft Permit, Event Permit Application; 10-18-13 Letter outlining event; Department Feedback; Town Green Abutter's notice list*
3. *Public Hearing: Winsor House Liquor License- Change of Hours: Suggested motions for public hearing; Dept. Feedback; Copies of new amended license and existing license; list of abutters notified; October 30, 2013 and 11-06-13 notice published in Duxbury Clipper; 11-01-13 Renewal Billing Notice. Added 11-18-13 Letter from Jean and Bruce McCutcheon –Abutters.*
4. ***BUDGET PRESENTATIONS:***
 - a. *Council on Aging PowerPoint presentation*
 - b. *Duxbury Fire Dept. PowerPoint Presentation*
5. *Water & Sewer Commissioners: suggested motions and Commitment letter (dated 11-05-13)*
5. *One-Day Liquor Licenses: none*
6. *Event Permits – See #2 above.*
7. *Suggested Announcements for 11-18-13 BOS Meeting*
8. *MINUTES: Suggested Motion and 11-04-13 Executive Session Minutes-DRAFT.*