

**Date: May 19, 2014**

*Date Minutes Approved: June 2, 2014*

## **BOARD OF SELECTMEN MINUTES**

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

**Absent:** -----

**Staff:** René J. Read, Town Manager, John Madden, Finance Director (for Open Session), C. Anne Murray, Administrative Assistant.

### **I CALL TO ORDER**

The meeting was called to order at 6:32 PM in the Mural Room at the Duxbury Town Hall in Open Session.

### **II EXECUTIVE SESSION**

After the meeting convened, Mr. Flynn moved that the Board of Selectmen vote to enter Executive Session for the purpose of discussing strategy with respect to pending litigation regarding Town of Duxbury vs. (Atty. Robert S.) Troy, as an open meeting may have a detrimental effect on the litigating position of the Board, accordance with Mass. General Laws Chapter 30a, Section 21, and then to reconvene in Open Session. Second by Mr. Madigan.

As Chair, Mr. Dahlen declared that an open meeting may have a detrimental effect on the Town's litigating position so it is necessary for the matter(s) to be discussed in Executive Session.

ROLL CALL VOTE: Mr. Flynn---aye; Mr. Madigan---aye; and Mr. Dahlen---aye;

When the business of the Executive Session concluded the Open Session re-convened and began about 7:15 PM after the public had entered the room.

### **III OPEN FORUM**

Nothing was brought forward by the audience.

### **IV NEW BUSINESS**

#### **7:10 PM WATER & SEWER COMMISSIONERS:**

Mr. Flynn moved that the Board of Selectmen adjourn the meeting as Selectmen in order to meet as the Water & Sewer Commissioners, with the intent of re-convening as Selectmen afterward. Second by Mr. Madigan. VOTE: 3:0:0.

- **Water, Sewer & Service Commitment**

Mr. Flynn moved that the Board of Water & Sewer Commissions instruct the Treasurer to collect the amount of \$608,607.28 for water, sewer, and service. Second by Mr. Madigan. VOTE: 3:0:0.

• **Discussion pertaining to Bay Road Shared Septic: Request for additional septic capacity for 455 Bay Road**

Mr. Flynn moved that the Board of Water & Sewer Commissioners authorize an increased septic capacity from 2 bedrooms to 3 bedrooms for the residence at 455 Bay Road as part of the Bay Road Shared Septic System. Second by Mr. Madigan.

Mr. Read provided some background regarding this matter. He indicated:

- There are currently 29 residences on the Bay Road Shared Septic System. There were 1-2 cases in the past in which the number of bedrooms had existed as 3-bedrooms and then were reduced to 2-bedrooms. The owners requested the increase back to 3-bedrooms and those requests were granted.
- This matter was recently referred to an engineering firm for review to assure there is enough capacity. The Town wants to maintain some capacity in case a system fails.

Mr. Dahlen added that the Bay Road Shared Septic System was built to accommodate 31 residences or 90 bedrooms. There still is capacity for 2 residences and 12 bedrooms (after approval of this request). He noted that the past requests for increases were all pre-existing documented cases based on the Assessor's records.

Mr. Dunmore, owner of 455 Bay Road, said he paid \$36,000. to tie in and he thought he was told back then that it was \$12,000. per bedroom. So he believes that he has been paying for 3-bedrooms all along.

In response, Mr. Dahlen explained that on the Bay Road Shared Septic System all residences paid a flat fee to tie in; not a by bedroom fee as is charged in some cases.

At this point, the Board was ready to vote on the motion. VOTE: 3:0:0.

Mr. Flynn moved that the Board adjourn their meeting as Water & Sewer Commissioners and reconvene as Selectmen. Second by Mr. Madigan. VOTE: 3:0:0.

**Discussion pertaining to Town Counsel billing**

Retainer/flat fee vs. hourly rates

Mr. Read mentioned he included in the Selectmen's packets an email from Atty. Kreiger explaining the rationale for why the McLean's Way matter is being billed outside of the flat fee, and he would like some guidance from the Board on that.

Atty. Art Kreiger distributed to the Board an Anderson & Kreiger LLP Revenue Analysis Billed and Paid Report, which represents the period for which he has been Town Counsel, i.e. January 1, 2013 (billed February 15, 2013) to the present. It does not include from June 12, 2012 to January 1, 2013, which is the period he was considered an Acting Town Counsel.

In explaining it he mentioned the following:

- General – Flat Fee: For the period of Jan., 2013 to Aug., 2013 the flat fee was \$8,000 per month. In August 2013 the contract was amended to a flat fee amount of \$12,000 per month. So the from Aug., 2013 to the present reflect the flat fee of \$12,100. For a total of \$148,000 billed year to date (YTD).

- At Richard MacDonald's (former Town Manager's) request Anderson & Kreiger, for administrative purposes broke out their billed amounts for: CPC, Town Meeting, Webster Point, and the Schools. These were covered under the Flat Fee, but are shown separately so the charges could be re-allocated or recovered by the Town from various accounts. It was clarified that the School charges are showing as zero because the charges were billed in 2012,
- The rest of the items were for items that are litigation or more complex situations and were agreed to after discussion with the Town Manager. Atty. Kreiger went down the list of items to offer some explanations:
  - McCluskey: \$118. was billed. Atty. Kreiger explained that this case was handled by insurance counsel, and he was only involved to the extent to periodically get updates to oversee it.

Mr. Dahlen mentioned that it was his understanding that the contract was structured to pay Anderson & Kreiger the flat fee with any litigation billed hourly and a provision that allowed for complex cases agreed to by the Town Manager might be billed hourly. To summarize his comments as things developed he realized that he didn't really know which cases were being billed hourly. He suggested that since Town Counsel works for the Board, in his opinion, the Board should be better informed of what is being billed outside the flat fee to have a better understanding of the costs. Therefore, administratively he would like an explanation to be provided to the Board of the rationale of why given cases are to be billed outside the flat rate and then the Board would be involved in approving it.

- Town Clerk: Mr. Dahlen questioned the charges as an example. To clarify these charges Atty. Kreiger explained that this was not regarding the issue of whether the Town Clerk's position should be elected or appointed. This involved Town Counsel meeting with the Attorney General's office to straighten out the text of what happened at the Town Meeting.
- Blairhaven: This involves a Conservation Restriction, so it is not litigation.
- Camp Wing / Feinberg Bog: Is not litigation, but it involves affordable housing to clean up the article 97 issue.
- Carlsen: Town employees, Richard MacDonald and Scott Lambiase, were deposed. It was not litigation against the Town, but is a litigation matter.
- Hall's Corner Store (Liq. License appeal): Atty. Kreiger indicated it was set up to be billed outside the flat rate thinking more might be involved, but ultimately minimal Town Counsel time was needed.
- DeLuca: Mr. Dahlen suggested that the Board was familiar with it and didn't need an explanation.
- Denenberg: This was litigation. Town was taken to small claims court regarding a beach sticker refund. It did go before a judge and Town prevailed.
- Erikson: This was potential litigation regarding the water main that the Town installed.
- Johnson Golf: Is litigation.
- McCluskey: As previously mentioned was handled by insurance counsel.
- McLaughlin: Regarding an application for a pier that was denied and then appealed. Anderson & Kreiger was involved, but opposing counsel felt they had a conflict of interest. Atty. Kreiger indicated that he disagreed, but ultimately decided to withdraw from representing the Town. It was actually litigation when they got involved. He did win certain aspects and it was remanded back to the Town. A year later a new application was filed and is currently before the Conservation Commission. Anderson & Kreiger is no longer involved, but the Town's Conservation Commission is being advised by Atty. Mark Bobrowski. Mr. Dahlen felt this is the type of situation the Board needs to be aware of. He questioned it as the Conservation Commission can't engage counsel on their own. Mr. Read will review it and provide details to the Board.

- NStar: This was representation during the tree clearing issue, which involved considerable time.

Mr. Dahlen suggested that what has happened in the past is in the past, but going forward he would like the Board to be more informed and involved in the decisions. Mr. Read agreed and indicated that is why he provided the information regarding McLean's Way.

Mr. Dahlen said that in his opinion the number one thing that Town Counsels do other than Town Meeting is to advise Towns on land use issues, and therefore he felt this should be covered under the flat fee. He can see Town Counsel providing the Boards with advise as which might help prevent litigation and attend meetings if called for. He added that the Duxbury Zoning Board of Appeals (ZBA) has a number of attorneys as members, who are well versed.

Atty. Kreiger said that Atty. Kevin Batt is actually at this time meeting with the ZBA to go over some Chap. 40 B training. This is covered under the flat fee. He suggested two points as to why he felt this should be billed hourly: (1) Town Counsel doesn't usually attend all the Board hearings, but it was at the request of the ZBA, which as was pointed out has some knowledgeable attorneys, that they were requested to do so. (2) They expect it to be more than just 1-2 hearings; more like 4-6 hearings, so he felt it would take most of the flat fee.

Mr. Dahlen and Atty. Kreiger disagreed about this matter.

Other business Anderson & Kreiger have been working on have been covered under the flat fee. Several of those items mentioned were: Aquaculture Regulations, Crematory Regulations, review of a contract regarding potential tactical exercises at the schools

**Discussion pertaining to Duxbury Beach Lease - Finding of Uniqueness pursuant to Massachusetts Procurement Law, specifically, M.G.L. c. 30B, sec. 16(e)(2) (\*added)**

Mr. Dahlen recused himself from this discussion as he is a Director of the Duxbury Beach Reservation.

Mr. Flynn moved With regard to the proposed lease by the Town of Duxbury of land owned by the Duxbury Beach Reservation, Inc., consisting of approximately 66 acres and including any improvements thereon, and located at and described as: all the land and interests in the land in the towns of Duxbury and Plymouth called Duxbury Beach owned by the Reservation south of a line running approximately east to west along the northerly edge of the northerly parking area at the east end of Powder Point Bridge and north of the entrance to Gurnet/Saquish, subject to continuation of the Massachusetts Audubon Society migratory shorebird refuge at High Pines, and excluding the land at High Pines now or formerly leased to Patrick J. Cudmore, I would suggest that the Board move that advertising concerning this lease will not benefit the Town's interests because of the unique qualities or location of the property needed by the Town, such land satisfying the Town's unique requirements in the following manner: the property is located immediately adjacent to, and comprises part of, Duxbury Beach and provides access to the Beach; similar access to the Beach is not possible from other locations as the result of the local geography and environmental limitations in the area; and the parcel provides much needed parking for and access to the beach for members of the public. Second by Mr. Madigan. VOTE: 2:0:0 (Mr. Dahlen recused himself and did not vote.)

Mr. Madigan mentioned that generally when we do a lease we have to put it out to bid, but this is a finding that because of it is a unique situation so we do not have to go out to bid.

### **Discussion pertaining to Surplus Declaration of Furniture and Equipment from Duxbury High School**

Mr. Flynn moved to declare surplus the attached lists of items and to direct the Duxbury School Business Administrator to dispose of those items in accordance with provisions of Massachusetts General Law 30B. Second by Mr. Madigan.

Before voting Mr. Dahlen explained that as the schools will be moving into the new schools they have done an inventory to determine what is needed to be moved and what is not needed. Then other Town departments were given the opportunity to see if there were items they could use. This vote will allow the School Business Administrator to dispose of any items that are not needed.

The Board then voted on the motion. VOTE: 3:0:0.

## **V TOWN MANAGER'S REPORT**

Mr. Read mentioned the following items in his report:

1. Powder Point Bridge Update: The DPW advised him that the work on the Powder Point Bridge is 90-95% complete with an anticipated end of June completion date if not sooner.
2. Duxbury Beach Updates:

#### Meeting with Duxbury Beach Committee:

He met with the Duxbury Beach Committee and asked for their assistance in examining beach sticker fee structures so that we may consider what other communities are doing in terms of seasonal (or year-long), monthly, bi-weekly, weekly and daily stickers or passes for beach access. The purpose of conducting this exercise is to see what other towns are changing in addition to understanding how their sticker programs work and if there may be some applicability here in Duxbury at some point in the future.

#### Piping Plovers Update:

He read a press release issued recently. To summarize it: He reported that last year, there were a total of 17 nesting pairs of Piping Plover on Duxbury Beach. As of today, there are now 20 plover nests with another 1-2 pairs anticipated.

As of this time there are no nests that will directly impact access over the 1st or 2nd crossover beach access ramps.

As has been done in the past, if any nests hatch within the ORV area, ORV access will be restricted as is mandated by state and Federal law and the Duxbury Beach Management Plan.

This information will be updated if conditions change or as new information becomes available.

For further information about Duxbury Beach, please visit the Town of Duxbury Harbormaster's website at: <http://www.duxburyharbormaster.org> or call (781) 934-2866 Ext. 5 for beach information.

3. Use of Town Fields:

Mr. Read read the following press release from the Recreation Department: This is a reminder from the Duxbury Recreation Department that any and all groups/leagues and/or individuals utilizing Town or School playing fields must have the appropriate permit from the Recreation Department. The only field that the Recreation Department does not administer permits for is the turf field behind Duxbury High School. All other fields in Town require a permit application and subsequent process through the Recreation Department. Any groups found on Town playing field without the proper permit will be removed immediately. Any questions please contact the Recreation Department at 934-7034.

4. Duxbury Woods Affordable Housing Lottery Information:

He mentioned that there will be a Duxbury Woods Affordable Housing Lottery -INFORMATION SESSION at 6:00 PM on Wed., June 4, 2014 at Duxbury Town Hall (Mural RM –lower level)

Information about it will be posted on the Town website in the Town News column, and applications and information will be available at the Duxbury Public Library and the Duxbury Planning Department.

5. Duxbury Pier Lighthouse:

He said he received a letter today from the U.S. General Services Administration with an attached Notice of Availability. He summarized the GSA letter by saying that under the National Historic Lighthouse Preservation Act of 2000, lighthouse properties are allowed to be transferred at no cost to Federal agencies, state and local governments, non-profit corporations, educational agencies or community development organizations. It further allows for the lighthouse property to be sold if it is not transferred to a public body or non-profit organization.

Mr. Read indicated he will be forwarding this information to the Project Gurnet and Bug Light, Inc.

6. Beach Sticker & Sales:

Mr. Read asked the Finance Director, Mr. Madden, to update the Board on this item. Mr. Madden mentioned the following:

- We have been getting closer to collecting the budgeted \$1.2 million from beach sticker sales.
- Sales of beach stickers have slowed; even though the weather has improved.
- Currently about \$40,000. Short with 5-6 weeks to collect that revenue.

The Board briefly discussed some of the figures shown on the reports they were given to gain a better understanding of the information.

Mr. Madigan mentioned that it appears there have been about 1000 fewer transfer station stickers sold. Mr. Madden said the staff have caught up on the mailed in applications for transfer station stickers and the over the counter ones. The DPW will start imposing fines on those trying to use the transfer station without paying the fee for it.

Mr. Madigan asked “Does it matter which car the beach sticker goes on because in the past the registration number showed on the sticker?” Answer: No, because the information is in the system. The important thing is that you received the appropriate number of stickers for the vehicles indicated.

The Board members also brought up some issues that had been raised in the past regarding the stickers. In response Mr. Read mentioned the following:

- With respect to stickers being taped to the window so they could be transferred between vehicles: Mr. Read said that if the staff sees the sticker is not adhered to the window they tell the person it must be. Once the sticker is adhered to the window they are made to tear if they are removed.
- No visible registration number on the sticker: Although the vehicle registration is not written on the sticker the number on it does tie into to the vehicle registration which has been entered in the system. He added that we had hoped to utilize a barcoding system, but that will not be implemented for this year.
- Plover monitors and others: According to Mr. Read, the plover monitors and other legitimate groups are given placards for their vehicles as determined to be appropriate by the Harbormaster's staff.

## **VI COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/ RESIGNATIONS**

**Resignations:** Joseph Waldstein - Nuclear Advisory Committee and  
Paul Costello –Open Space Committee

Mr. Flynn announced Mr. Joseph Waldstein resigned from the Nuclear Advisory Committee effective May 8, 2014 as his residence has been sold and he is moving from Duxbury. His term was to expire on June 20, 2014. Mr. Flynn added that with this resignation there are now two open seats on the Nuclear Advisory Committee with terms to June 30, 2017 and June 30, 2015.

Mr. Flynn also announced that Mr. Paul Costello has resigned from his chairmanship and his seat on the Open Space Committee effective May 21, 2014.

Mr. Flynn took a moment to acknowledge Mr. Costello's long-term volunteerism in the Town of Duxbury by mentioning the following:

- Mr. Costello served for a total of 9 years on the Open Space Committee with 5 of them as the Chair. During his tenure he applied to, was accepted and attended the Massachusetts Keystone Project. Participants in the annual 3-day training program are chosen competitively from a pool of applicants that includes forest landowners, members of land trusts, town conservation commissions, and other conservation organizations. Applications are reviewed for applicant experience, connectedness within the community, special skills, and diversity.
- He served on the Recreation Commission for 8 years during a time when Duxbury did not have a Recreation Director and when the Percy Walker Pool was coming before Town Meeting for funding. He became the Chairman of the Friends of the Pool Committee, which involved advocating for the pool through articles in the Clipper and preparing a budget for the pool for presentation at the Town Meeting.
- He served for 2 years on the 4<sup>th</sup> of July Committee. He introduced the mini-float idea.
- He also served for 2 years on the North Hill Study Committee when that property was given to the Town and the Town was trying to decide how the property should be used.

**Appointments/ Re-appointments:** Housing Representative to CPC

Mr. Flynn moved to appoint Mr. James Borghesani as the (Duxbury) Housing Authority representative to the Community Preservation Committee (CPC) to fill an unexpired term due to expire on June 30, 2015. Second by Mr. Madigan. VOTE: 3:0:0.

This appointment was being made at the request of the Duxbury Housing Authority per a memorandum from Michelle Gill, the Executive Director. Mr. Dahlen commented that the Selectmen have been waiting a long time for this appointment as the seat has been vacant from some time.

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

*For the 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.*

### **Marshfield Country Club's Golf Demonstration Day – Saturday, May 31, 2014**

Mr. Flynn moved that the Board of Selectmen grant to Mr. Daniel G. Hall, as a representative of the Marshfield Country Club a One-Day All Alcohol License for an event to be held at the Driving Range of the Marshfield Country Club off Acorn Street, Duxbury, on Saturday, May 31, 2014 from Noon to 5:00 pm, subject to the conditions on the license. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Flynn moved that the Board of Selectmen grant to Mr. Daniel G. Hall, as a representative of the Marshfield Country Club, an extension of the One-Day All Alcohol License to allow for delivery and removal of alcohol for an event on Saturday, May 31, 2014 to be held at the Marshfield Country Club Driving Range off Acorn Street, Duxbury subject to the conditions on the license. Second by Mr. Madigan. VOTE: 3:0:0.

### **Duxbury Music Festival liquor licenses & Permit for use of Town Green –July 25-27, 2014**

Mr. Flynn moved that the Board of Selectmen grant to Ms. Amy Schomp, as a representative of the South Shore Conservatory, permission to hold a portion of the Duxbury Music Festival on the Duxbury Town Green from Friday, July 25 through Sunday, July 27, 2014, subject to the conditions listed on the permit. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Flynn moved that the Board of Selectmen grant to Ms. Amy Schomp, as a representative of the South Shore Conservatory, a One-Day All-Alcohol License for a reception and concert to be held on the Town Green, in conjunction with the Duxbury Music Festival, on Saturday, July 26, 2014 from 6:30 PM to 10:30 PM, subject to the conditions listed on the license. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Flynn moved that the Board of Selectmen grant to Ms. Amy Schomp, as a representative of the South Shore Conservatory, a One-Day Wine & Malt license for a concert to be held on the Town Green, in conjunction with the Duxbury Music Festival, on Sunday, July 28, 2013, from 5:00 PM to 7:30 PM, subject to the conditions listed on the license. Second by Mr. Madigan. VOTE: 3:0:0.

### **South Shore Children's Museum Event –Sun., June 1, 2014 (at Tarkiln Community CTR.)**

Mr. Flynn moved that the Board of Selectmen grant to Ms. Juvelyn Hartweg, as a representative of the South Shore Children's Museum, a One-Day Wine & Malt License to hold a Murder Mystery Dinner Theater on Sunday, June 1, 2014 at the Tarkiln Community Center on 245 Summer Street, Duxbury MA 02332, from 6:00 PM to 9:00 PM, subject to the conditions listed on the license. Second by Mr. Madigan. VOTE: 3:0:0.



**Duxbury Business Association –Wed., June 11, 2014 (\*added)**

Mr. Flynn moved that the Board of Selectmen grant to Mr. Terrance Reiber, as President of the Duxbury Business Association, a One-Day Wine & Malt License for the June Duxbury Business Association Meeting on Wednesday, June 11, 2014 at the Duxbury Senior Center on 10 Mayflower Street, from 5:30 PM to 7:00 PM, subject to the conditions listed on the license. Second by Mr. Madigan. VOTE: 3:0:0.

**VIII EVENT PERMITS**

**Duxbury Education Foundation’s July 4th Road Race**

Mr. Flynn moved that the Board of Selectmen grant to Mr. John King, as a representative of the Duxbury Education Foundation, permission to hold a road race on Friday, July 4, 2014, beginning at 7:00 AM (registration) with the race to be from 8:00 AM to 10:30 AM as described in the application materials, and subject to the conditions listed on the permit. Second by Mr. Madigan.

Mr. Madigan asked about the course route.

Mr. Brian Campbell, the organizer of the race, spoke up to address that. He indicated that they start and finish at the Duxbury Middle School and do the Power Point loop. He also mentioned that it can be hot on the day of the race. Last year they did have some people who needed assistance, and they will be trying to reduce that with more water stations, but he also asked the Selectmen if it would be possible to have a road closure in the area of the flagpole.

Given that is the way to the beach the Selectmen suggested that an alternate route might be more appropriate so they are not competing with the beach traffic or to consider changing the day. Mr. Campbell was open to the suggestion of a different route, but suggested that it is part of the fabric of the 4<sup>th</sup> of July and didn’t want to change the day it would be held.

Ms. Murray advised the Board that the suggestion regarding a road closure was included when the event information was circulated for departmental feedback. The Police Department advised that they have holding traffic and detouring traffic at the flag pole for years for about 45 minutes in a traffic delay versus a closure. The indication I received is that is how they would prefer to handle it.

With regard to the suggestion of an alternate route, Mr. Campbell said that is something that might be considered, but he was not sure it could be done for this year. Ms. Murray mentioned that a meeting with Town Officials to go over safety issues will be scheduled shortly and an alternate route could be discussed at that time.

Since the motion had been made and seconded, the Board voted. VOTE: 3:0:0.

**IX MINUTES**

**05-13-14 Selectmen’s Minutes**

Mr. Flynn moved that the Board of Selectmen approve the May 13, 2014 Selectmen’s Minutes, as drafted. Second by Mr. Madigan. VOTE: 3:0:0.

Review and approval of the 04-07-14 Selectmen’s Minutes (Open Session) were postponed to the next Selectmen’s meeting.

**X     ANNOUNCEMENTS**

**1. COA Golf Classic:**

COA Golf Classic, which is a fundraising golf tournament and dinner reception sponsored by the Friends of the COA, will be held on Monday, June 2, 2014. The full package is \$150.00 per person, which covers the green fee, cart, lunch, post-tournament dinner reception and prizes. Non-golfers can attend the dinner reception only for \$25.00 per person. For more information call: 781-775-9871 or 781-724-8308.

**2. Talent Bank Forms:**

If you are interested in serving on a Town board or committee, please complete a Talent Bank form. The form can be downloaded from the Board and Committee page on the Town website or obtained from the Selectmen's Office. Most terms on the boards and committees expire as of June 30<sup>th</sup>, so this is the time when there may be openings.

**3. Next Scheduled Selectmen's Meeting: Monday, June 2, 2014**

**XI    ADJOURNMENT**

At approximately 8:20 P.M., Mr. Flynn moved that the Board adjourn. Second by Mr. Madigan.  
VOTE: 3:0:0.

Minutes prepared by: C. Anne Murray

*List of documents on next page.*

**LIST OF DOCUMENTS FOR 04-22-14 SELECTMEN'S MEETING**

1. *Agenda for 05-19-14 Selectmen's Meeting*
2. *Executive Session: Draft of motion for entering Executive Session –Any other items moved to Executive Session file.*
3. *OPEN FORUM: no documents*
4. **NEW BUSINESS:**  
*WATER & SEWER COMMISSIONERS: Coversheet with Suggested Motions, Water Commitment to be executed, and regarding Dunmore Request: April 2010 Bay Road Shared Septic data sheet, Mr. Dunmore's request for 455 Bay Road, and 4-pages of parcel information sheets.*  
*TOWN COUNSEL BILLING: Coversheet; Anderson & Kreiger LLP Revenue Analysis Billed and Paid Report for Period February 15, 2013 – April 30, 2014(provided at the meeting);05-08-14 Email from Art Kreiger to Rene Read explaining his rationale for McLean's Way billing; and copies of Agreement between the Town of Duxbury and Anderson & Kreiger, LLP (dated 01-08-13) and Amendment to the Agreement (dated 09-17-13)*  
*DUXBURY BEACH LEASE - FINDING OF UNIQUENESS: Coversheet with Suggested Motion and 05-15-14 Email from Christine M. Griffin of Anderson & Kreiger with an explanation about the Finding of Uniqueness Determination RE: the Duxbury Beach Lease;*  
*SURPLUS DECLARATION OF FURNITURE AND EQUIPMENT FROM DUXBURY HIGH SCHOOL: Coversheet with an explanation of this item of business and Suggested Motion and Attached spreadsheets of furniture and equipment to be declared surplus.*
5. *TOWN MANAGER REPORT: Copy of 05-19-14 Town Manager's Report including: DPW update on PowerPoint Bridge; Duxbury Beach –Piping Plover update & Beach Sticker & Transfer Station sales; REC Dept. Press Release about Town of Duxbury field use; Also Announcement about the Duxbury Woods Affordable Housing Lottery –Information Session & flyer; and 05-15-14 U.S. General Services Admin. Letter RE: Duxbury Pier Lighthouse Station and Notice of Availability and Fact Sheets;*
6. *RESIGNATIONS & APPOINTMENTS / REAPPOINTMENTS: 05-19-14 Resignation Sheet and 05-19-04 FY'14 with 05-14-14 Memorandum from Michelle Gill, Exec. Director of Duxbury Housing Authority RE: Housing Rep. to CPC Recommendation and copy of Dux. Town Bylaws RE: 6.12 Community Preservation Act Committee*
7. *ONE-DAY LIQUOR LICENSE (ODLL) REQUESTS: For each of the following the packet included the ODLL application and other details provided about the event (if applicable), results of the department feedback received, and a drafted ODLL incorporating the conditions indicated.*  
*Marshfield Country Club's Golf Demonstration Day – Saturday, May 31, 2014*  
*Duxbury Music Festival liquor licenses & Permit for use of Town Green –July 25-27, 2014*  
*South Shore Children's Museum Event –Sun., June 1, 2014 (at Tarkiln Community CTR.)*  
*Duxbury Business Association –Wed., June 11, 2014*
8. *MINUTES: OPEN SESSION MINUTES: 05-13-14 Selectmen's Minutes-Draft.*
9. *SUGGESTED ANNOUNCEMENTS 05-19-14 sheet*