

Date: June 30, 2014

Date Minutes Approved: July 21, 2014

BOARD OF SELECTMEN MINUTES

Present: Shawn Dahlen, Chair; David J. Madigan, Vice Chair; and Theodore J. Flynn, 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 at the Duxbury Town Hall.

II OPEN FORUM --Nothing was brought forward.

III NEW BUSINESS

7:01 pm Fee Hearings for the Following Departments: Fire Dept., Town Clerk, Recreation Dept., and Council on Aging

(In accordance with the Town's bylaws, tonight's fee hearing was advertised in the Duxbury Clipper on June 18, 2014 and June 23, 2014. All proposed fees were available for review in the Town Clerk's office and the Duxbury Free Library.)

Mr. Flynn moved that the Board of Selectmen open the public hearing regarding proposed fee changes for Fire Department, Town Clerk, Council on Aging, and Recreation Department fees. Second by Mr. Madigan. Vote: 3:0:0.

Mr. Read noted that there is one exception. The Fire Chief was not available to attend tonight and wanted to be present in case the Board had any questions so he is recommended proceeding with the other department fee hearings and then to continue the fee hearing regarding the Fire Department fees to July 21st.

Town Clerk Fees

Town Clerk Susan Kelley explained the fee changes she was requesting as follows:

In the Vital Records Category:

- In anticipation of being able to offer certified copy of vital records via online orders she requested an increase of \$1.50 for postage and handling. Individuals requesting the record in person would continue to pay the current fee of \$10.00.
- Amendment of a Record of Marriage or Death: She explained that currently the fee for amending a record of birth costs \$15.00 and that amount was set in 2008. The current fee for amendments to a record of marriage or death is \$10.00. She is recommending a \$5.00 increase to standardize the charge for an amended record at \$15.00.
- Filing of an Adoption or Out-of-Commonwealth Birth: This category does not currently exist in our fee schedule. She explained that the work involved is similar to filing a record for a delayed-record of birth or an at-home birth for which the fee is \$20.00. So she is recommending the fee be \$20.00 for the filing of an Adoption or Out of Commonwealth Birth.

In the Dog Category:

- Dog Registration: In anticipation of being able to offer dog registration online (using the GOTMS program currently used for beach stickers) she is recommending a \$2.00 increase. Currently the fees are \$10.00 for spayed and neutered and \$15.00 for intact dogs so the new fees would be \$12.00 spayed and neutered and \$17.00 for intact. The \$2.00 increase will go to defraying the cost of the program and would be charged for both online registrations and in-person registrations as the licenses will be produced using the program.

Ms. Kelley said the next two recommendations are for new licenses and are being proposed after discussions with the Animal Control Officer.

- Commercial Kennel License: This license would be for someone, who boards or has a doggie daycare for dogs that do not belong to the property owner. She proposed an annual fee of \$100.00 for a Commercial Kennel License. This is would only apply to boarding situations; not dog walker services.
- Personal Kennel License: This license would be for someone, who breeds dogs. She explained that the Town currently has a 3-tier system: 4-9 dogs at \$14.00; 10-24 dogs at \$29.00; and 25 or more at \$54.00. Instead she is proposing a 2-tier system: 4-9 dogs at \$40.00 and 10 or more at \$75.00.

In the Certification of Documents Category:

Document Certification: Ms. Kelley said that currently there is a \$10.00 fee for a certified copy of a Business Certificate. She proposed a reduction to the fee to \$5.00. She also proposed instituting a fee of \$5.00 for true copy, attested document certification. She explained that typically those are documents requested by attorneys, who will be providing them to a court or documents requested by an individual, which are needed for the registry of deeds. She suggested that this would be a flat fee more for the professional service versus the actual document requested.

In the List Category:

- Voter Lists: She said that currently the Town Clerk's office charges \$33.00 for a voter list. She recommended a reduction to \$30.00. She noted that typically these are requested by candidates running for office and by law the first copy of the voter list is free so the fee would be for any additional copies. She added that the voter lists have to be requested from the state and are received 24- hours later and then have to be manipulated for the data to be formatted so it can be released.
- Business Certificate List: The current charge is \$13.00 and she proposed an increase to \$30.00. In response to a question she indicated that there are probably several hundred entries on a business certificate list.
- Dogs & Dog Owners: She is also proposing a change to a \$30.00 fee for the dogs and dog owners list. These are often request by dog walkers or groomers.

She explained that the rationale for these changes is to have the same fee for all lists.

As there were no comments from the public the Chair asked for a motion.

Mr. Flynn moved that the Board of Selectmen approve the fees as listed in Town Clerk Susan Kelley's memorandum dated May 20, 2014 and the accompanying spreadsheet, with the new fees to be effective on July 1, 2014. Second by Mr. Madigan. VOTE: 3:0:0.

Council on Aging Fees:

Ms. Angela Sinnott, the COA Program Director, was present on behalf of COA Director Joanne Moore.

She explained that they are not asking for any change to the food service fees or the rental fees. So the cost of a (congregate) meal for a senior will remain at \$5.00. In addition, they are not proposing any change to the actual rental fee, but they are requesting the addition of a custodial fee at \$35.00 / hour with a 4-hour minimum rental or a total increase of \$140.00. This would keep them in line with what the schools charge. She added that currently the COA was covering the custodial charges, and this would assess them to the actual users.

Mr. Madden explained that this is a fairly common practice; similar to the requirements for a police detail or a fire detail. He mentioned that the 4-hour minimum takes into consideration the set-up time and break-down time. The rentals are primarily by for-profit organizations or private rental situations (such as receptions after funerals).

The Board expressed some concern that this might reduce the rentals. Mr. Read said that he did not feel that it would, and that it is fairly typical for other local communities to include the custodial charges.

Mr. Flynn moved that the Board of Selectmen approve the fees as listed in the memorandum from Joanne Moore, Director of the Council on Aging, dated June 3, 2014, with the new fees to be effective on July 1, 2014. Second by Mr. Madigan. VOTE: 3:0:0.

Recreation Department Fees:

Mr. Gordon Cushing, Recreation Director, was present and gave a brief overview of the information he provided in a memorandum to the Board.

North Hill Country Club:

The North Hill fee structure is not subject to this process as the fees are set within the terms of the contract.

Recreation Revolving Fund Programs – Chapter 44 Sect. 53 D:

These fees are set by statute so those are not changing.

There are three categories of fees that the Recreation Department does make recommendation on and those are the following:

Recreation Fees (which includes field / court fees, light fees), and the Tarkiln building rentals:

He indicated that if the proposed increases are implemented he has projected the increased revenue at approximately \$8,200. He also mentioned that the Tarkiln fees have not been increased since 2010 and the fields/courts and lighting fees have not been adjusted since 1994.

Percy Walker Pool Fees:

Mr. Cushing said the last time these fees were adjusted were in March/April 2012. He mentioned he went through every category and compared them to facilities in other surrounding communities, but noted that sometimes the comparables were not an exact match. In general, for those categories in which he felt could sustain an increase without an adverse effect, he is recommended an approximate 5% increase across the board. He projected that if business remains the same and his proposals are approved, the projected revenue would increase approximately \$15,000. per year.

Mr. Madigan pointed out that most of the increases were in the field rental charges for which most had not been adjusted since 2008. (Note: Depending on the field, whether single use or multiple use, the user (including residential leagues, non-residential leagues, mixed leagues, and non-profits) and the term (including weekly or seasonal) the field fees increases ranged from \$100. to \$300.)

Mr. Madigan also mentioned that last year we were close to breaking even on the pool expenses. In response to that Mr. Cushing indicated that revenue was close to expenses, but what we have not been able to do is to put any funds aside for capital expenses. The fees increase will hopefully cover any increases to expenses and enable some funds to go into a capital fund.

Mr. Mangione asked if, with regard to the Tarkiln rentals, has a custodial fee been instituted as well? Mr. Cushing indicated that we don't have a custodial fee for Tarkiln at this time. He indicated that the custodial costs are being covered by a number of departments. The revenues have been about \$12,000. per year and the expenses, which have included the custodial costs, have been about \$16,000. per year. He expects that with the proposed fee increases that we will get very close to covering the expenses.

Going back to the discussion of the COA fee changes Mr. Mangione asked if an individual or group already arranged the rental for a time after the July 1st fee change would they be assessed the additional amount? The consensus was that the rental would be at the agreed to price and not charged the increase.

Mr. Flynn moved that the Board of Selectmen approve the fees as listed in the memorandum from Gordon H. Cushing, Recreation Director, dated May 9, 2014 and the accompanying spreadsheet, with the new fees to be effective on July 1, 2014. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Flynn moved that the Board of Selectmen close the public hearing regarding proposed fee changes for Town Clerk, Council on Aging, and Recreation Department fees and continue the Public Hearing regarding the Fire Department fees until 7:05 PM on Monday, July 21, 2014. Second by Mr. Madigan. VOTE: 3:0:0.

Discussion pertaining to Year-end Transfers / Finance Director

Mr. Madden explained that Chapter 44 Section 33B allows for the year-end transfers between departments between May 1st and July 15th. He noted that they have to be approved by both the Finance Committee and the Board of Selectmen. The statutory restrictions are that the amount can be up to \$5,000. or no more than 3% of the transferring department's budget. He added that the schools are exempt from this law.

The board reviewed the requests, which are summarized on the following table:

FY'14 YEAR-END TRANSFERS				
In accordance with MGL Chapter 44 Section 33B				
Requesting Dept.	Transfer from	Transfer to	\$ Amount	Explanation
Human Resources	100-753-0002-5990 (Bond Expenses)	100-152-0002-05310-0000 (HR –Other Expenses)	\$55.00	Unusually high pre-employment physicals, hearings, drug & psych. Exams, esp. due to FT / PT Dispatch Center hiring
Police Dept.	100-210-0001-05110-000 (Police-Personal Services)	100-210-0001-05318-000 (Other Professional & Technical Services)	\$9,000.00	Unanticipated Nov. 2013 Sergeant's position vacated. Cost of promotional process was not included in the budget.
Fire Dept.	100-914-0002-5968 (Health Ins.)	100-220-0001-05110-00 (Personal Services)	\$31,000.00	Shortfall was due to 2 significant multi-day storms and costs resulting from overtime due to the death of FF

				Thomas.
Library	100-610-0001-05110-000 (Library-Personal Services)	100-610-0002-05245-000 (Buildings & Grounds Maint. Services)	\$3000.00	Will allow 2 significant repairs to be made to the Library HVAC system.
DPW (Cematory)	100-491-0001-05110-000 (DPW Cemetery-Personal Services)	100-491-0002-05211-000 (Natural Gas)	\$15,000.00	Due to a higher number of cremations than expected.
Municipal Services	100-241-0001-05110-000 (\$12,000-Muni. Services-personal services) and 100-941-0002-5968 (\$21,500-Health Ins.)	100-241-0002-05307-000 (Billing Services)	\$33,500.00	For GeoTMS invoices for March-June 2014; new permitting software & excessive expenses including BOH Inspector, housing inspector and cos of Partners Home Care.
DPW (Highway)	100-491-0001-05110-000 (\$9800.-DPW Admin.-Personal Services) and 100-122-0001-5110-000 (\$5200.-Town Manager-Personal Services)	100-422-0001-05110-000 (salaries and wages)	\$15,000.	Moving salary funds from one dept. to another to cover the expense of the acting positions which exist due to vacancies.
Recreation Dept.	630-631-0001-05120-000 (Percy Walker Pool-Personal Services)	630-631-0002-05211-000	\$7,000.	Unanticipated utility expenses at the pool.
DPW (Transfer)	100-914-0002-5968 (Health Ins.)	100-431-0002-05538-000	\$20,000.00	Higher than expected PAYT bag sales.

Mr. Madigan noted that in a couple of cases the source of the fund is the Health Insurance account. He pointed out that for the past few years there has also been a health insurance premium holiday granted. He suggested that going forward any additional funds in this account should be directed to the other post-employment benefit (OPEB) account.

Mr. Madden explained that health insurance holidays have been granted when claims experience allows it. The Trust has been well managed and there is adequate stop-loss coverage. He said that the Town has planned and budgeted for the holidays, but for FY'15 they have reduced the budgeted amount by \$500,000. so they are not anticipating the availability of funds going forward.

Mr. Dahlen noted that the Finance Committee has already reviewed the transfers and approved them.

Mr. Flynn moved that the Board of Selectmen approve the fiscal year-end transfers in accordance with Chap. 44 Section 33B in the amounts listed:

Human Resources	\$ 55.00
Police Dept.	\$ 9,000.00
Fire Dept.	\$31,000.00
Library	\$ 3,000.00
DPW	\$15,000.00

Municipal Services	\$33,500.00
DPW (Highway)	\$15,000.00
Percy Walker Pool	\$ 7,000.00
DPW (Transfer Station)	\$20,000.00

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

Extension of Intermunicipal Agreement for Cooperative Recycling on the South Shore

Mr. Read explained that at the March 2014 Annual Town Meeting the motion for Article 31 (in Selectmen's packet) was passed. Tonight in the Board of Selectmen's signature packet is the Extension of the Intermunicipal Agreement for Cooperative Recycling on the South Shore to be signed by the Chairman of the Board of Selectmen. This is an agreement that the Town has had for years and it is in place in 14 other communities. It is extremely helpful to our recycling efforts for an annual cost of \$4,500. He mentioned that Town Counsel has reviewed the agreement and given his approval of it.

Mr. Flynn moved that the Chairman of the Board of Selectmen execute the Extension of Intermunicipal Agreement for Cooperative Recycling on the South Shore in accordance with the passage of Article 31 at the 2014 Annual Town Meeting. Second by Mr. Madigan. VOTE: 3:0:0.

Acceptance of Donation from Copeland Family Foundation, Inc.

The Copeland Family Foundation has made a \$5,000.00 donation to the Duxbury Animal Shelter. They have made several similarly large gifts in the past. The money can be used for medical and other needs of the animals at the Duxbury Animal Shelter.

Mr. Flynn moved that the Board accept, with gratitude, the Copeland Family Foundation, Inc., donation of \$5,000.00 for the Duxbury Animal Shelter. Second by Mr. Madigan. VOTE: 3:0:0.

IV TOWN MANAGER'S REPORT

Mr. Read reported on the following topics:

1. DSU/Wright Building

Mr. Read mentioned that he, along with Peter Buttkus, John Madden, Gordon Cushing and Brian Cherry, met with members of the School Department and the Duxbury Student Union (DSU) to discuss a number of topics concerning the operations of the various after school programs being offered by both organizations. The meeting was preliminary in nature and was designed to orient each party with the various needs of these organizations both short term and long term. During the meeting, they discussed the current arrangement of the programs being offered by both organizations and how the market appears to be working in terms of the respective users of each venue. Future discussions will focus on the lease of the premises in general and specific terms including the ongoing costs of maintenance for the Wright building in which the DSU is located, utility costs, future space needs and the term of the lease. Mr. Read said he just wanted the Board to know the discussions have begun.

2. Powder Point Bridge Pile Repairs:

Mr. Read said that the DPW Director has advised him that the pile repairs are complete and final coat of pigmented resin is 90% complete. The barge has been removed from the site and the DPW

Director will be performing an inspection on Thursday. It is expected that all work should be completed by the middle of next week.

3. Former High School Building

Mr. Read announced that after the 4th of July, the Fire Department and Police Department will be conducting exercises in the former high school building. The exercises will take place toward the end of the month and advance notification will be provided to alert persons in the area of the activities (and that they are not observing an emergent situation). He didn't want people to be alarmed because the vehicles may have their lights flashing and smoke might be seen coming from the buildings, but it will be a drill.

4. Tax Bills

Tax bills were issued today. First quarter payments will be due on August 1st and second quarter payments will be due on November 1st.

Mr. Madigan questioned whether the property tax bills could be paid online? Mr. Madden said he believes that you still can pay your property, but he needs to verify that is the case given the new software program. He will check on it and provide an update at the next meeting.

5. Government Finance Officers Association

Mr. Read thanked and congratulated Finance Director John Madden for his excellent work over the past year which has again resulted in both the Town and Mr. Madden receiving the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY13 from the Government Finance Officers Association. This achievement is recognized as the highest award in government financial reporting.

6. Osprey Banding Program

Mr. Read thanked Conservation Agent Joe Grady for coordinating a program for osprey banding. He mentioned that he and his family along with a number of others watched as they took the ospreys out of their nests and banded them.

7. Beach Update

Mr. Read said that there are currently 26 nesting pairs of piping plovers. As a result the off-road vehicles (ORVs) are restricted to 350 total or 175 resident ORVs /175 non-resident ORVs. The Duxbury Beach Reservations has helped out by allowing free over parking to all ORV sticker holders. He said that due to high demand we are encouraging people to get there early (as parking is on a first-come, first serve basis). He mentioned that the beach has been closing between 8:30 AM –9:00 re-opening around 2 PM.

Mr. Madden said that revenue is doing better than anticipated, but off about 9%. There have been more resident stickers sold this year. Overall there have been about 430 fewer stickers sold.

It was noted that there was more activity than expected after the May 1st price increase, but the weather was good so that might have helped.

V COMMITTEE APPOINTMENTS / RE-APPOINTMENTS / RESIGNATIONS

Committee	Name	Appointment or Re-appt.	Term Expires	Motion	Second	Vote
*Design Review Board – Alternate	Lans Bouthillier	Appt.	6/30/2015	Mr. Madigan	Mr. Flynn	3:0:0
*Duxbury Affordable Housing Trust	Laura Schaefer	Re-appt.	6/30/2017	Mr. Dahlen	Mr. Madigan	3:0:0
Duxbury Affordable Housing Trust	Matthew Walsh	Re-appt.	6/30/2017	Mr. Dahlen	Mr. Madigan	3:0:0
Duxbury Nuclear Advisory	Becky (Rebecca) Chin	Re-appt.	6/30/2017	Mr. Flynn	Mr. Madigan	3:0:0
Duxbury Nuclear Advisory	Patrick J. Gagnon, MD	Re-appt	6/30/2017	Mr. Flynn	Mr. Madigan	3:0:0
*Municipal Comm. on Disability	Emily Zoltowski	Appt.	6/30/2017	Mr. Madigan	Mr. Flynn	3:0:0
Open Space Committee	Lorrie Hall	Re-appt.	6/30/2017	Mr. Dahlen	Mr. Madigan	3:0:0
Open Space Committee	Kathy Palmer	Re-appt.	6/30/2017	Mr. Dahlen	Mr. Madigan	3:0:0
Open Space Committee	Philip Tuck	Re-appt.	6/30/2017	Mr. Dahlen	Mr. Madigan	3:0:0
Zoning Board of Appeals	Kathy (Kathleen P.) Muncey	Re-appt.	6/30/2017	Mr. Flynn	Mr. Madigan	3:0:0
Zoning Board of Appeals- ALTERNATES	Scott Zoltowski	Appt.	6/30/2015	Mr. Flynn	Mr. Madigan	3:0:0
Zoning Board of Appeals- ALTERNATES	Jill Cadigan- Christensen	Re-appt.	6/30/2015	Mr. Flynn	Mr. Madigan	3:0:0
Zoning Board of Appeals- ALTERNATES	Emmett Sheehan	Re-appt.	6/30/2015	Mr. Flynn	Mr. Madigan	3:0:0
Zoning Board of Appeals- ALTERNATES	Robert Crowell	Re-appt.	6/30/2015	Mr. Flynn	Mr. Madigan	3:0:0
Zoning Board of Appeals- ALTERNATES	John Baldwin	Re-appt.	06-30-15	Mr. Flynn	Mr. Madigan	3:0:0
Zoning Board of Appeals- ALTERNATES	Borys Goynycz	Re-Appt.	06-30-15	Mr. Flynn	Mr. Madigan	3:0:0

Additional comments regarding the Boards and Committees:

*With the above-appointments the board or committee will be fully staffed.

Nuclear Energy Committee: There are two open seats and the Talent Bank pool has run dry. Any interested individuals should fill out a Talent Bank form.

Municipal Commission on Disability: This appointment fills a vacant seat so the Commission is now fully staffed.

Zoning Board of Appeals: Mr. Zoltowski has served as the Chair of the ZBA, but as his term is ending he has indicated that he would like to step down and be appointed as an Alternate. Per a memorandum from Scott Zoltowski dated June 27, 2014 the Zoning Board of Appeals is recommending Kathy Muncey to fill the open seat. Ms. Muncey is an attorney, who has served on the Finance Committee. Her term on the Finance Committee expires as of June 30, 2014, and she has indicated that she is interested in serving on the ZBA. The Moderator has been informed that she will not be seeking re-appointment to the Finance Committee.

Resignation:

Mr. Flynn announced that Mr. Janousek has served on the Board of Health for a number of years. His recent term was to end as of June 30, 2014, but he was recently reappointed for a term that would extend to 06-30-17. Mr. Janousek has reconsidered the re-appointment and tendered his resignation as he expects to be moving from Duxbury. This resignation will leave an open seat on the Board of Health. Talent Banks from interested candidates have been forwarded to the Board of Health for their consideration and a recommendation regarding a new appointment.

Mr. Flynn moved to accept the resignation of Mr. Jerry Janousek. Second by Mr. Madigan. VOTE: 3:0:0.

VI MINUTES

Executive Session Minutes: 06-16-14 Executive Session A Minutes and 06-16-14 Executive Session B Minutes

Regarding the Executive Session Minutes, Ms. Murray explained that the Executive Session involved two separate topics so the minutes for each were prepared separately. She indicated that it makes it easier when they are reviewed for possible release.

Mr. Flynn moved that the Board of Selectmen approve the 06-16-14 Executive Session A Minutes, as written, with the contents to remain confidential until the need has passed. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Flynn moved that the Board of Selectmen approve the 06-16-14 Executive Session B Minutes, as written, with the contents to remain sealed due to medical confidentiality. Second by Mr. Madigan. VOTE: 3:0:0.

Open Session Minutes: 06-16-14 Selectmen Minutes

Mr. Flynn moved the acceptance of the 06-16-14 Selectmen Minutes, as drafted. Second by Mr. Madigan. VOTE: 3:0:0.

VII ANNOUNCEMENTS

1. Hall's Corner Traffic /Parking Study Data Collection:

As part of the ongoing economic/traffic study in Hall's Corner, the Old Colony Planning Council (OCPC) in conjunction with the Town of Duxbury's Economic Advisory Committee will be conducting traffic data collection activities in the area the week of July 7-11. Activities include the placement of six automatic traffic recorders or road tubes along the roads leading into Hall's Corner as well as OCPC personnel conducting Turning Movement Counts. In addition a parking inventory and turnover analysis will also be conducted by OCPC personnel in Hall's Corner during this period. This analysis, which will not hinder parking or normal business activities, is needed to evaluate traffic flow in the area, as well as to determine if the parking supply is adequate to meet current and future parking demand in the area. Questions may be directed to Community Planner Eric Arbeene at 508-583-1833 ext. 213.

2. Duxbury 4th of July events:

For information on the schedule of events planned for the 4th of July weekend, please visit www.duxbury4thofjuly.com

3. Town Hall closure: The Town Hall will be closed on Friday, July 4, 2014 in observance of the holiday.

4. Next Scheduled Selectmen's Meeting: will be on Monday, July 21, 2014

VIII BONUS SHELLFISH SEASON (for July, 2014)

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

- 1) for the commercial harvesting of soft shelled clams for the month of July, 2014 in accordance with posted Attachments B & C; and
- 2) for the commercial harvesting of quahog clams for the month of July, 2014 in accordance with posted Attachments A & C.

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

The Board questioned whether recreational digging was allowed. Ms. Murray said it was her understanding that the Shellfish Constable makes the determination and if it doesn't specifically say recreational than she believes those license holders cannot dig. The Town Manager indicated he would verify that tomorrow.

ADJOURNMENT

At approximately 7:50 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 06-30-14 SELECTMEN'S MEETING

1. *Agenda for 06-30-14 Selectmen's Meeting*
2. *OPEN FORUM: no documents*
3. *NEW BUSINESS:*
 - a. *FEE HEARINGS FOR FIRE DEPT., TOWN CLERK, RECREATION DEPT. AND COUNCIL ON AGING: Coversheet with suggested motions and copy of the advertised public hearing notice.
Fire Dept.: Postponed until July 21, 2014.
Town Clerk: Memorandum from Susan Kelley dated May 20, 2014 with attached fees
COA: Memorandum from Joanne Moore dated June 3, 2014, which included a table with the fees.
Recreation Department: Memorandum from Gordon Cushing dated May 9, 2014 with attached spreadsheets of fees.*
 - b. *YEAR-END TRANSFERS: Spreadsheet showing all the requested year-end transfers and attached were the Request for Appropriation for Transfer form for each of the requested transfers.*
 - c. *EXTENSION OF INTERMUNICIPAL AGREEMENT FOR COOPERATIVE RECYCLING—Coversheet providing the background including the 2014 Art. 31 Warrant article and suggested motion. Attached was a copy of the Agreement.*
 - d. *ANIMAL SHELTER DONATION –COPELAND FOUNDATION: Coversheet with background and suggested motion.*
4. *TOWN MANAGER'S REPORT FOR JUNE 30, 2014. Beach Revenue Comparison through June 28th). Copy of GFOA letter dated June 26, 2014. Copy of Press Release date June 27, 2014- Duxbury Beach –Piping Plover Update.*
5. *APPOINTMENTS /RE-APPOINTMENTS & RESIGNATIONS: FY'15 Board and Committee Appointments / Re-appointments 06-30-14 sheet, and Memorandum from Scott Zoltowski dated 06-27-14. 06-30-14 Resignation Sheet.*
6. *MINUTES: EXECUTIVE SESSION MINUTES: 06-16-14 Executive Session A Minutes-DRAFT and : 06-16-14 Executive Session B Minutes-DRAFT OPEN SESSION MINUTES: 06-16-14 Selectmen's Minutes-DRAFT*
7. *ANNOUNCEMENTS: 06-16-14 Suggested Announcement Sheet*
8. *Bonus Shellfish Season for July 2014; suggested motion and memorandum.*