

Date: November 17, 2014

Date Minutes Approved: November 24, 2014

BOARD OF SELECTMEN MINUTES

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

Absent: David J. Madigan, Vice Chair

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

I. CONVENED IN OPEN SESSION

The meeting was called to order at 7:00 PM in Open Session.

II OPEN FORUM -Nothing was brought forward.

III. NEW BUSINESS

**7:01 P.M. HEARING – USE OF MILLENNIUM TOWN GREEN: Tree Lighting,
November 30, 2014 - Duxbury Rotary Club, Paul Brogna**

Mr. Flynn moved 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, November 30, 2014 from 1:00 PM to 7:00 PM, subject to the conditions on the permit. Second by Mr. Dahlen. VOTE: 2:0:0.

7:02 PM WATER & SEWER COMMISSIONERS: Water, Sewer & Service Commitment

ADJOURN AS SELECTMEN & CONVENE AS 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. Dahlen. VOTE: 2:0:0.

WATER, SEWER & SERVICE COMMITMENT:

Mr. Flynn moved that the Board of Water & Sewer Commissions instruct the Treasurer to collect the amount of \$1,124,343.09 for water, sewer, and service. Second by Mr. Dahlen. VOTE: 2:0:0.

In discussion it was mentioned that water bills are sent out twice a year and the Town is divide in half for each of the billings, so that the water commitments are brought before the selectmen four times a year.

ADJOURN AS WATER & SEWER COMMISSIONERS & RE-CONVENE AS SELECTMEN

Mr. Flynn moved that the Board adjourn their meeting as Water & Sewer Commissioners and re-convene as Selectmen. Second by Mr. Dahlen. VOTE: 2:0:0.

IV. CONTRACT REVIEW

Mr. Read said that all contracts will be brought before the Board of Selectmen for the Board's review and approval. The contracts will have been negotiated by the Town Manager or his designee. He mentioned he will only bring contracts forward to the Board when they are ready for final authorization.

Discussion pertaining to Library Roof Project Contract with DDC Construction

Mr. Flynn moved that the Board of Selectmen execute the Agreement between the Town of Duxbury and DDC Construction, Inc. regarding the Duxbury Free Library's roof replacement. Second by Mr. Dahlen. VOTE: 2:0:0.

Discussion pertaining to Library Reading Garden Contract with Ray Dunetz Landscape Architecture

Mr Read said this contract is for architectural services regarding the Library Reading Garden at a cost of about \$25,000 dollars. Mr. Dahlen added that the taxpayers are not paying for this as a donation was made by the Duxbury Free Library, Inc. to cover the cost.

Mr. Flynn moved that the Board of Selectmen execute the Agreement between the Town of Duxbury and Ray Dunetz Landscape Architecture, Inc. regarding the Duxbury Free Library's Reading Garden Entrance. Second by Mr. Dahlen. VOTE: 2:0:0.

Discussion pertaining to auditing contract with Powers and Sullivan

This is the same auditing firm that has been used in the past. The first year will be at a cost of \$48,000., the second year will cost \$49,000., and the third year will cost \$50,000. In response to an inquiry from Mr. Dahlen, Mr. Madden said that this year's cost was \$46,000.

Mr. Flynn moved that the Board of Selectmen execute the Letter of Understanding dated September 9, 2014 between the Town of Duxbury and Powers & Sullivan, LLC regarding auditing services.

V TOWN MANAGER'S REPORT

Mr. Read reported on the following topics:

1. Emergency Siren Testing:

He alerted citizens that Emergency Siren Testing will be conducted on Thursday, November 20th at 3:45 p.m. This is a Prompt Alert Notification System test in the 10 mile radius around Pilgrim Nuclear Power Station. It is only a test and you should not be concerned if you hear the siren.

2. Myles Standish Burial Ground Nomination to National Register of Historic Places:

Mr. Read informed the Board that last week he received notification that the Myles Standish Burial Ground is being considered by the Massachusetts Historical Commission for nomination to the

National Register of Historic Places. Notification of this nomination has been forwarded to the Historical Commission and it will be considered by the State Commission on Wednesday, December 10th. He indicated that if his schedule permits he will try to attend the meeting.

3. Army Corps of Engineers Dredging Survey:

He mentioned that the Army Corps of Engineers vessel arrived today for the purpose of performing a pre-conditions volume survey related to the harbor and entrance channel. While this does not mean that funding has been secured for the dredging project for the Federal project, it is a positive sign that things are moving forward with regard to the town's request. The resulting survey data will be made available to the Town around the second week of December.

VI COMMITTEE APPOINTMENTS / RE-APPOINTMENTS / RESIGNATIONS

Mr. Flynn moved to appoint Kathy Cross as a member of the Sidewalk & Bike Path Committee for a term to expire on June 30, 2017. Second by Mr. Dahlen. VOTE: 2:0:0.

VII ONE-DAY LIQUOR LICENSES – none tonight.

VIII EVENT PERMITS

12/3/2014 – Duxbury Newcomers Club Holiday Shopping Stroll

Mr. Flynn moved the Board of Selectmen grant to Ms. Jill Cooney, as a representative of the Duxbury Newcomers' Club, to hold a Ladies' Night Out - Holiday Shopping Stroll event from 7:00 – 9:00pm on Wednesday, December 3, 2014, subject to the conditions on the permit. Second by Mr. Dahlen. VOTE: 2:0:0.

IX MINUTES

Executive Session Minutes: none.

Open Session Minutes: 11-03-14 Selectmen's Minutes – DRAFT

Mr. Flynn moved the acceptance of the 11-03-14 Selectmen's Minutes, as presented. Second by Mr. Dahlen. VOTE: 2:0:0.

X ANNOUNCEMENTS

Mr. Flynn read the following announcements:

1. Duxbury Interfaith Council Thanksgiving Food Baskets:

Dropoff for non-perishable food items at Holy Family Church, 601 Tremont Street, on Saturday, November 22 between 9am and Noon and on Sunday, November 23 from 2 – 4pm. Baked goods should be dropped off on Sunday, November 23 and Monday, November 24.

Financial donations are also welcome and are tax-deductible. Make checks payable to the “Duxbury Interfaith Council”, P.O. Box 1161, Duxbury, MA 02331.

2. Duxbury Business Association’s Holly Days:

Duxbury Business Association’s Holly Days will be on Sunday, November 30, 2014, from Noon – 4pm

3. Rotary Club’s Annual Tree Lighting on the Town Green – Sunday, November 30, 2014 from 1-7pm

4. Deadline for Articles:

Reminder: The Board of Selectmen invites citizens to submit articles for the 2015 Annual Town Meeting. The deadline for the submission, with a brief explanation of the purpose/intent of the article, is due to Town Manager’s Office by the close of business on **Tuesday, December 2, 2014.**

5. Next Scheduled Selectmen’s Meeting: Monday, November 24, 2014

XI ADJOURNMENT

At approximately 7:11 p.m., Mr. Flynn moved that the Board adjourn. Second by Mr. Dahlen. VOTE: 2:0:0.

Minutes prepared by: C. Anne Murray

LIST OF DOCUMENTS FOR 11-17-14 SELECTMEN’S MEETING (DOCUMENTS LOCATED IN THE SELECTMEN’S OFFICE FILES.)

1. *Agenda for 11-17-14 Selectmen’s Meeting*
2. *OPEN FORUM: no documents*
3. *NEW BUSINESS:*
 - a. *7:01 P.M. HEARING – USE OF MILLENNIUM TOWN GREEN: Tree Lighting, November 30, 2014 - Duxbury Rotary Club, Paul Brogna; Event Permit; 10-28-14 letter from organizer; Department Feedback*
 - b. *7:02 PM WATER & SEWER COMMISSIONERS: Water, Sewer & Service Commitment: Suggested motions for entering Water & Sewer Commissioners meeting; for authorizing the commitment; and for adjourning Water & Sewer Commissioners meeting plus copy of the meeting posting and a copy of the 10-27-14 Water and Sewer Commitment.*
4. *CONTRACT REVIEW:*
 - a. *Library Roof Project Contract: Suggested motion, copy of Requisition form, signature pages of Contract.*
 - b. *Library Reading Garden Contract: Suggested motion, copy of Agreement between Owner (Town of Duxbury) & Architect (Ray Dunetz Landscape Architecture, Inc.)*
 - c. *Auditing Contract with Powers and Sullivan: Suggested motion, Memorandum dated 10-30-14 from John Madden RE: Audit Engagement Letter, and 09-09-14 letter of understanding between Town of Duxbury and Powers & Sullivan, LLC.*
5. *TOWN MANAGER’S REPORT: November 17, 2014 Town Manager’s Report.*
6. *APPOINTMENTS /RE-APPOINTMENTS & RESIGNATIONS: 11-17-14 Appointments/ Re-appointments sheet.*

7. *EVENT PERMITS: For each event there was a packet of information including the drafted permit and event information and if appropriate route map.
12-03-14 Duxbury Newcomers' Club Holiday Shopping Stroll*
8. *MINUTES: Coversheet with suggested motion, 11-03-14 Selectmen's Minutes-DRAFT.*
9. *ANNOUNCEMENTS: 11-17-14 Suggested Announcement Sheet*