

**Date: December 15, 2014**

*Date Minutes Approved: January 5, 2015*

## **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; and C. Anne Murray, Administrative Assistant

### **I. CONVENED IN OPEN SESSION**

The meeting was called to order at 7:03 PM in Open Session.

**II OPEN FORUM** - Nothing was brought forward.

### **III NEW BUSINESS**

**7:01pm 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. 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 \$1,024,022.31 for water, sewer, and service. Second by Mr. Madigan. VOTE: 3:0:0.

#### **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. Madigan. VOTE: 3:0:0.

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

*(This item was taken out of order from the posted agenda.)*

#### **Appointments to the Duxbury Friends of Plymouth 400<sup>th</sup> Committee (DFP-400)**

Mr. Flynn asked the Board to consider an amended motion regarding the make-up of the Committee to:

- (a) include a representative from the Historic O'Neil Farm;
- (b) amend the number of citizens-at-large to 6 which expands the Committee to 17 members and
- (c) adding 2 *ex officios* (staff from the Town Manager / Board of Selectmen office).

Mr. Flynn moved that the Board of Selectmen amend the make-up of the Duxbury Friends of Plymouth 400th Committee to include a representative from the Historic O'Neil Farm, 6 Citizens-At-Large, and 2 staff members from the Town Manager / Board of Selectmen office as ex officios. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Flynn moved to appoint the following to the Duxbury Friends of Plymouth 400<sup>th</sup> Committee all for terms to expire as of November 30, 2021:

1. **Lamont ("Monty") Healy** as the Board of Library Trustees' representative
  2. **David J. Madigan** as the Selectmen's representative
  3. **Robert C. ("Terry") Vose, III** as the Historical Commission representative
  4. **James Hartford** as the Local Historic District Commission representative
  5. **Robert Hayes** as the Board of Cemetery Trustees' representative
  6. **Erin McGough** as the Duxbury Rural and Historical Society representative
  7. **Matthew ("Matt") Vigneau** as the Alden Kindred of America representative
  8. **Terry Reiber** as the Duxbury Business Association representative
  9. **Rev. Catherine Cullen** as the Interfaith Council representative
  10. **Sue Schortmann** as the Historic O'Neil Farm, Inc. representative
  11. **Pam Campbell Smith** as the Historic Online Archives Committee
  12. **Helen Fowler** as a Citizen-At-Large
  13. **Carolyn Ravenscroft** as a Citizen-At-Large
  14. **Sandy Sweetser** as a Citizen-At-Large
  15. **Kate Taube Brewer** as a Citizen-At-Large
  16. **Beth Thompson** as a Citizen-At-Large
  17. **Christopher R. Donato** as a Citizen-At-Large
- and **Nancy R. O'Connor** and **C. Anne Murray**, Town Manager / Board of Selectmen staff, as *ex officios*. Second by Mr. Madigan. VOTE: 3:0:0.

It was noted that there were several other individuals who had indicated interest. Their names will be kept on file for appointment should open seats become available.

Mr. Flynn also asked that Mr. Monty Healy act as the Chair pro tem to call the first meeting of the DFP 400<sup>th</sup> Committee.

## **PRESENTATION OF TOWN MANAGER'S PROPOSED BUDGET FOR FY16**

Town Manager René Read read a prepared statement, which will be posted along with the Minutes, which provided an overview of the FY16 Budget. (*See 12-15-14 Town Manager FY16 Budget Presentation.*) What follows is a summary of information from the prepared statement:

- The budget being presented tonight is balanced. The overall budget has increased 2.86%; while the operating portion of the budget is up 3.75%. The increase in operating costs is related to long-overdue collective bargaining contracts that were recently settled. Taking the adjustments to be made at the FY2015 STM, the increase is in the 2.71% range.

- State Aid: Local Aid grew by slightly more than 4% due to a 52% increase in Veterans' Services reimbursements. Chap. 70 revenues increased by 2.57%. Undesignated Governmental Aid (formerly known as Lottery) increased by 2.36%. There is no reason to believe that there will be any dramatic increases in Local Aid. The amount budgeted for FY'16 is \$5,994,643 or slightly more than 2.1% over FY'15.
- Local Assessments: Increased by 16.36% from the previous year and an average annual increase over the past three years of 18.9%. These increases have been the result of astonishing increases in Charter School Assessments of 54.32% over FY'13; 199.42% on average over three years; and 119.83% over five years.
- Local Receipts: For FY'16 local receipts (from motor vehicle excise taxes, earnings on investments, and fines and forfeits) are projected to be \$7,320,215. Or about 10.4% of total revenues and an increase of 3.55% over the FY'15 estimate.
- Taxation: In Duxbury taxation revenue provides over 80% of the revenue required to balance the budget. New growth resulting from building permits for new buildings and renovations remains unexpectedly strong and the expectation is that the level will be close to the FY15 new growth figures. The value of the average single-family home in Duxbury rose slightly more than 7% over FY2014 to \$609,200.
- Expenditures: The General Fund operating budget for FY'16 is for a 3.03 % increase over the FY'15 budget. Perhaps the greatest unknown we face in FY'16 is the cost of utilities. The Town is currently under utility contracts that provide favorable rates, but the Town's natural gas contract expires on July 31, 2015. Given the new buildings built within the past year or so (i.e., the new Duxbury Police Station and the new co-located Duxbury Middle School / High School) we don't have a full consumption history to determine the costs for those buildings. On the positive side, the results of consolidating building maintenance have been handled more expeditiously. The hiring of a HVACR Technician has reduced the need for outside help. Likewise the implementation of the new financial software is providing easier access to information and reducing the need for contracting for outside services.
- Capital Improvement Program: This year's requests total \$2,183,598 and include needed departmental vehicles to cardiac defibrillators to communication upgrades. While we will not be able to fund all the requests, we will be able to fund the Town's most urgent building and equipment needs.
- Water Enterprise Fund: The operating budget for FY'16 shows a slight decrease of less than one percent. The Debt Service, however, will increase by over 11% due to the bond sold for the installation of water mains on Pine Street. There are higher than usual capital requests because of needs beyond the usual water mains and PCE pipe replacements. The capital requests will be funded through the Retained Earnings within the Water Enterprise Fund.
- Pool Enterprise Fund: The FY'16 operating budget for the pool totals \$384,193 for a 3.43% increase over FY'15. Revenues continue to fall slightly below budget so the pool so the fund does receive a small (5%) General Fund subsidy.

## **VOTE TO CLOSE ANNUAL TOWN MEETING WARRANT**

Mr. Flynn moved that the Board of Selectmen close the Warrant for the 2015 Annual Town Meeting. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Read mentioned that there are approximately 45 articles. Discussion and review of specific warrant articles will begin after the first of the year. He expects to have a copy of the Warrant for the Board by their next meeting.

#### **IV CONTRACT REVIEW**

**Notice of Award for Mayflower ST Wells No. 1 and 2** to F.G. Sullivan Drilling Company, Inc.

Mr. Flynn moved that the Board of Selectmen execute the Notice of Award from the Town of Duxbury to F.G. Sullivan Drilling Company, Inc. for the Redevelopment of Mayflower Wells No. 1 and No. 2. Second by Mr. Madigan. VOTE: 3:0:0.

Before voting it was mentioned that the low bid was \$22500. and was submitted by F.G. Sullivan Drilling Company, Inc. *[Editorial Note: This contract was brought to the Board following a bidding process and vetting of the bid. The recommendation by Environmental Partners, who vetted the bids for the Town, was to award the bid to F.G. Sullivan Drilling Company, Inc. regarding the Redevelopment of Mayflower Street Wells No. 1 and No. 2.]*

#### **Owner's Agent Technical Assistance (OATA) grant**

It was mentioned that this is an extension of the Contract End Date of existing contract from the Massachusetts Department of Energy Resources regarding an Owner's Agent Technical Assistance (OATA) grant in the amount of \$12,500 to fund the services of a consultant to provide technical assistance related to a solar PV systems no less than 15 kW in size on property owned by the town Duxbury Middle/High School.

Mr. Flynn moved that the Board of Selectmen execute an amended Agreement between the Town of Duxbury and the Massachusetts Department of Energy Resources for technical assistance related to a solar PV systems no less than 15 kW in size on property owned by the town Duxbury Middle/High School. Second by Mr. Madigan. VOTE: 3:0:0.

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

Mr. Read mentioned he was advised that Diane Barker, who is a member of the Board of Cemetery Trustees, attended the Dec. 10th hearing at the Mass. Historical Commission regarding the nomination of the Myles Standish Burial Ground to the National Register of Historical Places. She has advised our office that at their December 10th hearing, the Mass. Historical Commission voted to recommend the Myles Standish Burial Ground for inclusion on the National Register of Historic Places.

He extended his gratitude to Ms. Barker for attending on the Town's behalf and also thanked Mr. Terry Vose, who has helped in keeping him informed about this topic.

#### **VII ONE-DAY LIQUOR LICENSES – none tonight.**

### **VIII EVENT PERMITS**

#### ***08-02-15 Marshfield-Duxbury Triathlon***

Mr. Flynn moved that the Board of Selectmen grant to Mr. Bill Burnett, as a representative of Streamline Events, permission to hold a portion of the 5<sup>th</sup> Annual Marshfield-Duxbury Triathlon in Duxbury on Sunday, August 2, 2015, contingent upon the conditions on the permit. Second by Mr. Madigan. VOTE: 3:0:0.

### **VIII ACCEPTANCE OF DONATION**

Mr. Flynn mentioned that a letter was dropped off at the Selectmen's office late this afternoon. Since the next meeting of the Board is not expected to happen until January 5, 2015 the Board wanted to accept the donation tonight. As there were some recent repairs necessary, the acceptance of this gift tonight would help towards the cost of those repairs.

Mr. Flynn moved that the Board of Selectmen accept with gratitude the donation from the Friends of the Percy Walker Pool in the amount of approximately \$2400.00 with the restriction that this gift be used for any needed repairs or improvements to the Percy Walker Pool only. Second by Mr. Madigan. VOTE: 3:0:0.

### **IX MINUTES**

There were no Executive Session Minutes or Open Session Minutes for review and approval this evening.

### **X ANNOUNCEMENTS**

#### **1. Town Hall Holiday Schedule:**

Wed., December 24, 2014 – (Christmas Eve) Town Hall offices and the Transfer Station will be closing at 12 noon.

Thurs., December 25, 2014 - Christmas Day - Closed all day.

Thurs., January 1, 2015 – New Year's Day - Closed all day.

#### **2. Friends of the Council on Aging - Black Tie Bingo** – Saturday, January 24, 2015 from 6pm – 11pm at the Senior Center located at 10 Mayflower Street.

#### **3. Happy Holidays!**

As this is the last scheduled Selectmen's Meeting in 2014, the Board of Selectmen and Town Manager would like to take this opportunity to wish you all a happy and healthy holiday season and New Year.

4. **Next Scheduled Selectmen's Meeting:** Monday, January 5, 2015

**XI ADJOURNMENT**

At approximately 7:48 p.m., Mr. Flynn moved that the Board adjourn. Second by Mr. Madigan.  
VOTE: 3:0:0.

Minutes respectfully submitted by: C. Anne Murray

**SEE NEXT PAGE FOR THE LISTING OF DOCUMENTS.**

**LIST OF DOCUMENTS FOR 12-15-14 SELECTMEN'S MEETING (DOCUMENTS LOCATED IN THE SELECTMEN'S OFFICE FILES.)**

1. *Agenda for 12-15-14 Selectmen's Meeting*
2. *OPEN FORUM: no documents*
3. *NEW BUSINESS:*
  - a. *Water & Sewer Commissioners- Commitment: Coversheet with suggested motions and Commitment 2 2015 sheet*
  - b. *Presentation of Town Manager's Proposed Budget FY16: Town Manager FY 2016 Budget Presentation, Town of Duxbury Year-to-Date Revenue Report (for period ending June 30, 2014), 12-15-14 Duxbury Revenue vs. Expenditure Model, 12-15-14 Duxbury Annual Cherry Sheet Analysis FY'10-FY'15, Duxbury General Fund Appropriation Accounts.*
  - c. *Vote to close Annual Town Meeting Warrant: Coversheet with suggested motion*
4. *TOWN MANAGER'S REPORT: Announcement about Myles Standish Burial Ground nomination for National Registry of Historic Places.*
5. *APPOINTMENTS /RE-APPOINTMENTS & RESIGNATIONS: Coversheet –Suggested motion for amending make-up of membership of Duxbury Friends of Plymouth 400<sup>th</sup> Committee; Appointments/ Re-appointments Sheet 12-15-14; List of Potential Candidates.*
6. *EVENT PERMITS: For each event there was a packet of information including the drafted permit and event information and if appropriate route map.  
08-02-15 Marshfield-Duxbury Triathlon*
7. *ACCEPTANCE OF DONATION: Coversheet with Suggested Motion and Letter from Friends of the Percy Walker Pool.*
8. *MINUTES: none.*
9. *ANNOUNCEMENTS: 12-15-14 Suggested Announcement Sheet*
10. *BONUS SHELLFISH SEASON (for Jan. & Feb, 2015): Suggested motion and Memorandum from Don Beers regarding BONUS SHELLFISH SEASON (for Jan. & Feb, 2015)*