

Date: January 5, 2015

Date Minutes Approved: January 12, 2015

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 Nancy R. O'Connor, Executive Assistant

CONVENED IN OPEN SESSION –

- I. CALL TO ORDER** - The meeting was called to order at 7:00PM in the Mural Room.
- II. OPEN FORUM** Nothing brought forward.
- III. NEW BUSINESS**

Swearing In of new Firefighter Paramedic Jennifer Baldock

The Chair recognized Fire Chief Kevin Nord. Chief Nord welcomed everyone to the ceremonial swearing in of the department's newest Firefighter/Paramedic Jennifer Baldock. Jennifer graduated from Quincy High School and went on to Quincy College where she earned her LPN certification. She started with the fire department on December 2, has had 30 days of training and will be attending the Massachusetts Firefighting Academy on March 2, 2015. Jennifer was accompanied by her family. Chief Nord asked the Town Clerk to come forward to perform the swearing in. Town Clerk Susan Kelley then performed the swearing in of Firefighter/Paramedic Jennifer Baldock. Then Town Manager René Read presented the firefighter's pin to Ms. Baldock's brother, who is a lieutenant with Quincy Fire. He had the honor of pinning the firefighter's pin on his sister. Firefighter/Paramedic Jennifer Baldock received a round of applause from the audience and the congratulations of the Board of Selectmen and Town Manager.

Discussion pertaining to petition for one new pole on Standish Street

Mr. Dahlen discussed a petition received from Verizon for placement of one new pole 1/35S on Standish Street, northerly approximately 170' from Myles View Drive, replacing an existing pole to tree guy. Mr. Flynn then moved that the Board of Selectmen authorize the installation of one (1) new pole on Standish Street to replace an existing pole to tree guy, with the condition that Verizon New England, Inc. and/or NSTAR Electric Company contact the Duxbury Department of Public Works at least 48-hours prior to the commencement of the project along with other conditions that may be requested by the Board. Second by Mr. Madigan. Vote: 3:0:0

Discussion pertaining to lease contract for new self-sealing payroll check machine

Mr. Dahlen discussed a lease contract with Great America Financial Services for a new self-sealing payroll check machine for the Treasurer/Collector's office. He asked what this new automated self-sealing check machine was. Mr. Madden stated that with the new financial software we had the opportunity to improve how we distribute the checks. This procedure will be more time efficient than the current practice of stuffing envelopes, and it will also provide more privacy. Leasing this machine will give us more options in the future, rather than purchasing the equipment. Mr. Madigan asked how many people do not have direct deposit. Mr. Madden stated he thought there were about

80 people who did not have direct deposit; however, everyone still receives a voucher, which covers all town employees.

Mr. Flynn then moved that Shawn Dahlen, as Chairman of the Board of Selectmen, execute the lease contract with Great America Financial Services for a new self-sealing payroll check machine for the Treasurer/Collector's office. Second by Mr. Madigan. Vote: 3:0:0

***Discuss Letter of Support for Local Initiative Program (LIP) application for the Grange
(Postponed)***

Discussion pertaining to March 2015 Annual Town Meeting Warrant – Article Review

Mr. Read presented the Board with a copy of the draft warrant along with a list of article "one-liners" for their review. This is a summary of all articles presented. The warrant currently contains 42 articles. The articles are ordered with the more substantial articles listed first (after the first 1-11 customary articles), which will enable them to get through these during the first day of Town Meeting on Saturday. With the number of articles, it is anticipated that the Town Meeting will extend to Monday night. Mr. Read asked if the Board would like to vote on articles tonight or hold off until the next meeting. Mr. Read would like to have the police, fire, human resources, CPC, and anyone else that would be beneficial to present to the Board to discuss their article(s), while at the same time briefly reviewing their operating budget. He will create that schedule over the next several Selectmen meetings. Mr. Read drew attention to new Article 7 for small equipment, which would include equipment under the capital threshold. Mr. Madigan asked if the Finance Committee has voted on this yet. Mr. Read said that they will be voting next week; however, they did vote on Article 5, which pertains to the budget. Mr. Read also mentioned that the Special Town Meeting warrant is in the process and will contain approximately 10-12 articles. Mr. Madigan then had another question regarding the small equipment article. Mr. Madden stated that these are small, one-time items and not routine, therefore, not part of the operating budget.

Mr. Dahlen then stated that the articles of most interest to hear about would be Article Nos. 7, 14-22, CPC articles, 31, 32, 34, 35, 37, 38 and the remaining are fairly straight forward. Mr. Read said that he will update the article list to include dollar amounts.

V. TOWN MANAGER'S REPORT

Mr. Read regrets to announce the recent death of Andrew J. Nelson a retired Call Firefighter and long-time Duxbury resident passed away on December 28th. Mr. Nelson served the Duxbury Fire Department for over 30 years and worked his way up to the rank of Lieutenant. The Town extends their condolences to his family and to the members of the Duxbury Fire Department who knew him and served with him.

In mid-December the Fire Department received a donation of \$5,000 from the family of Paul Greeley. The Greeley family has very generously made an annual donation to the Duxbury Fire Department every year since his tragic death in 2008, and we would like to extend the Town's gratitude as well.

Mr. Dahlen also recognized the passing of Mr. James Queeny who was a long-time teacher, guidance counselor and on the board of library trustees for approximately 20 years. The Town Flag has been lowered in his honor.

VI. COMMITTEE APPOINTMENT/RE-APPOINTMENTS/RESIGNATION

Mr. Flynn moved that the Board appoint or re-appoint the following:

Duxbury Friends of Plymouth 400th Committee

EXPLANATION: *It was realized when the members' contact information was being organized that Erin McGough is not eligible to serve as a member as she is not a Duxbury resident. The Town Bylaws require that members of committees be registered Duxbury voters.*

- Change the appointment of Erin McGough from that of the DR&HS rep. to that of an *ex officio*.
- Change the appointment of Carolyn Ravenscroft from a Citizen-At-Large to that of the DR& HS rep.
- And to appoint Karen Bellinger Wehner to fill the Citizen-At-Large seat.
All for terms to expire as of 11/30/21

Open Space Committee

Graham Groombridge Appointment to fill an unexpired term due to expire on June 30, 2015.

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

VII. ONE-DAY LIQUOR LICENSE REQUESTS None were presented.

VIII. EVENT PERMITS None were presented.

IX. MINUTES

Executive Session Minutes: 12-08-14 Executive Session Minutes –Draft
Open Session Minutes: 12-08-14 & 12-15-14 Selectmen's Minutes –Draft

Mr. Flynn moved that the Board of Selectmen approve the 12-08-14 Executive Session Minutes and the 12-08-14 and 12-15-14 Selectmen's Minutes Open Session, as drafted. Second by Mr. Madigan. Vote: 3:0:0

X. ANNOUNCEMENTS

1. Waiting Lists for Commercial Mussel & Razor Clam Licenses:

Just a reminder that individuals on the Waiting Lists for Commercial Mussel and Razor Clam Licenses must renew their application annually within the month of January. The sign-up sheets have been posted in the Selectmen's office.

2. Black Tie Bingo:

Friends of the COA will be holding their Black Tie Bingo event on Saturday, January 24, 2015 from 6:00 PM-10:00 PM at the Duxbury Senior Center. Tickets can be purchased at the Duxbury Senior Center, 10 Mayflower Street and at Westwinds Bookshop. Tickets are \$50 a person.

3. Town Clerk's office now accepting Credit and Debit cards – We are pleased to announce that the Town Clerk's office now accepts credit and debit cards. In addition, there is a new link on the Town Clerk's website to order certified copies of Birth, Marriage and Death records, dog licenses and Duxbury Beach dog walking permits.

4. Duxbury Open Space and Recreation Survey - This week all Duxbury residents will receive a survey which will be used to update Duxbury's Open Space and Recreation Plan. This Plan is required by the Commonwealth, helps the town with open space and recreation decision-making, and enables Duxbury to be eligible for a variety of State funds. The paper survey may be filled out and returned by mail to the Duxbury Conservation Commission, 878 Tremont St., Duxbury, MA 02332 or it may be returned to drop boxes at the Town Hall, Duxbury Free Library or Senior Center.

Additional copies of the survey may be printed out or completed electronically from the Town's website www.town.duxbury.ma.us under "Town News" on the home page. One survey per resident, please! All surveys must be returned by Friday, January 30. Thank you for your interest and support in completing the Duxbury Open Space and Recreation Survey.

5. Next Scheduled Selectmen's Meeting: Monday, January 12, 2015

XI. ADJOURNMENT

At approximately 7:25pm Mr. Dahlen moved that the Board adjourn. Second by Mr. Madigan.

Vote: 3:0:0

Minutes respectfully submitted by Nancy O'Connor

LIST OF DOCUMENTS (documents are kept in the Board of Selectmen files)

- 1) *Agenda*
- 2) *Pole Petition for Standish Street*
- 3) *Lease contract for self-sealing payroll check machine*
- 4) *Draft Warrant and Article One-Liners*
- 5) *Town Manager's Report*
- 6) *Committee Appointments*
- 7) *Draft Minutes, Board of Selectmen Open Session December 8, 2014 and December 15, 2014.*
- 8) *Announcements*