

**Date: October 26, 2015**

**Date Minutes Approved: November 9, 2015**

## **BOARD OF SELECTMEN**

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

**Absent:** None

**Staff:** René J. Read, Town Manager; and Nancy 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**

#### ***Discussion and review regarding Workplace Violence Prevention Training and Policy Update***

Ms. Jeannie Horne, HR Director, began discussion regarding the amended workplace violence prevention policy. Deputy Police Chief Steve McDonald recently led workplace violence prevention training for town employees to identify and avoid situations and how to protect themselves. Current incidents in our country have necessitated an update to this workplace violence policy, originally adopted in 2002, and will include updates such as workplace bullying, surveillance (such as unapproved photos, etc.), disruptive behavior procedures, reporting procedures, how to de-escalate issues and post-incident procedures. Ms. Horne also said that we are fortunate to not have experienced many of these incidents, but we need to set standards. Mr. Madigan asked if reporting was confidential. Ms. Horne stated that the first line of reporting is to Human Resources or the Town Manager. She further stated that if it's a violent situation, you are encouraged to call 911. Mr. Dahlen said that this policy is extremely comprehensive and detailed and within the scope of policies and procedures. Mr. Read then stated that this policy will provide ways to diffuse situations to work towards a solution in order to protect clients, residents and employees. Mr. Madigan moved that the Selectmen accept the updated Workplace Violence Prevention policy update as presented, effective immediately. Seconded by Mr. Dahlen. VOTE: 3:0:0

#### ***Discussion and review regarding recommended BCBS Retiree rates***

Ms. Jeannie Horne, HR Director, led the discussion regarding the increase to BCBS retiree rates. She stated that their Insurance Committee met and advised of a rate increase to the retiree rates. This would amount to an 11% increase due to moving from MedEx III to MedEx II, which is tied to Medicare Part D. The rate increase is the result of rising costs associated with prescribed medicines. Ms. Horne further mentioned that the upcoming enrollment period is from November 1 through November 30, 2015 for retirees only. She also stated that there will be a Benefits Fair on Thursday, November 19 from 4-6pm in the Mural Room at Town Hall for both employees and their spouses. Mr. Madigan moved that the Selectmen accept the proposed MedEx II and Managed Blue for Seniors rates effective 12/1/15 (for January premiums) through 11/30/16, as presented (or amended). Seconded by Mr. Dahlen. VOTE: 3:0:0

**IV CONTRACTS** *None presented.*

**V. TOWN MANAGER'S REPORT**

Mr. Read stated that the Town Manager's Act, presented at 2015 ATM, is moving through the legislative process, and will keep the Board up-to-date as to the status.

Mr. Read further stated that this is budget season. The Finance Committee has been meeting with departments on Tuesdays and Thursdays at the Senior Center. On Thursday, October 29, 2015, there is a joint meeting between the Finance Committee, the Fiscal Advisory Committee and the Board of Selectmen regarding capital budget requests in the Ellison Room at 6:30pm at the Senior Center.

Mr. Madigan asked how the dredging was coming along. Mr. Read stated that the second scow is in, and it's moving along. He further stated that notice has gone out to mooring holders. Mr. Dahlen said that it seemed to be moving slow. Mr. Read said that it is moving now and should be done by December 31, and if not, they will file for an extension. Mr. Dahlen asked about the Town's dredging RFP. Mr. Read stated that they are due to Municipal Services by November 5.

**VI. COMMITTEE APPOINTMENT/RE-APPOINTMENTS/RESIGNATION**

Mr. Madigan moved that the Board of Selectmen appoint Ms. Emily Martecchini to the Open Space Committee for a term to expire on 6/30/18. Seconded by Mr. Dahlen. VOTE: 3:0:0

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

**VIII. EVENT PERMITS**

***10/30/15 – Winsor House Halloween Party***

Mr. Madigan moved that Mr. Charles Weillbrenner, as representative of Modern Family Associates DBA The Winsor House Inn, is granted an event permit for their Halloween Party event to be held outdoors at The Winsor House Inn on Friday, October 30, 2015 from 8:00pm to 11:30pm, subject to the conditions of the permit. Seconded by Mr. Dahlen. VOTE: 3:0:0

***11/01/15 – Duxbury Artisan Fair***

Mr. Madigan moved that Ms. Maureen Caruso is permitted to hold the Duxbury Artisan Fair on Sunday, November 1, 2015 at the Tarkiln Community Center, 245 Summer Street, Duxbury from 1:00pm to 5:00pm, subject to the conditions of the permit. Seconded by Mr. Dahlen. VOTE: 3:0:0

***11/29/15 – Duxbury Business Association's Holly Days***

Mr. Madigan moved that Ms. Anne Antonellis, as Holly Days Chairman for the Duxbury Business Association, is granted an Event Permit for the Holly Days Celebration, to be held on Sunday, November 29, 2015, from noon to 4pm subject to the conditions of the permit. Seconded by Mr. Dahlen. VOTE: 3:0:0

***11/29/15 – Duxbury Rotary Club Annual Tree Lighting***

Note – this permit was approved in error and will be presented again at the November 9, 2015 Selectmen's meeting for hearing regarding use of Town Green.

**IX. MINUTES None presented.**

**X. ANNOUNCEMENTS**

1. Call for Articles -- Proposed Articles for 2016 Annual Town Meeting are due by end of business day on Tuesday, December 1, 2015.

2. Next Scheduled Selectmen's Meeting: will be on Monday, November 2, 2015.

**XI. ADJOURNMENT**

At approximately 7:20 pm Mr. Dahlen moved that the Board adjourn. Seconded by Mr. Madigan. Vote:  
3:0:0

*Minutes submitted by Nancy O'Connor*

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

- 1) *Agenda*
- 2) *Memo and draft Workplace Violence Prevention policy*
- 3) *Memo re BCBC Retiree rate increase*
- 4) *Committee appointment*
- 5) *Event Permits*