

Date: November 14, 2016
Date Minutes Approved: May 15, 2017

TOWN CLERK
2017 MAY 19 AM 11:16
DUXBURY, MASS.

BOARD OF SELECTMEN MINUTES

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

Absent: -----

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

I CALL TO ORDER

At 7:00 PM the Chair called the meeting to order in Open Session in the Duxbury Senior Center (Ellison RM), 10 Mayflower ST, Duxbury.

II. OPEN FORUM -nothing brought forward.

III NEW BUSINESS

Liquor license/CV/General License Renewals

Mr. Madigan announced that the first item of business was the renewal of all liquor licenses.

Mr. Dahlen moved that the Board of Selectmen renew the following liquor licenses (along with associated common victualler, innkeeper, and/or entertainment licenses) for the year 2017, subject to satisfactory inspection by the Municipal Services Department, proof of liquor liability and Workers Compensation insurance, payment of all funds/fees owed to the Town of Duxbury; and proof of server training:

Common Victualler & All-Alcoholic Beverages

Mr. Dahlen moved the renewal of the following Common Victualler & All Alcoholic Beverages Licenses: Chestnut Street Grille , Milepost Tavern, North Hill Country Club, Sun Tavern, Tsang's Café, and The Oysterman Second by Mr. Flynn VOTE: 3:00

Inn-holder: All-Alcoholic Beverages

Mr. Dahlen moved the renewal of the following Innholder: All Alcoholic Beverages license: Winsor House Inn Second by Mr. Flynn VOTE: 3:0:0

Club: All-Alcoholic Beverages

Mr. Dahlen moved the renewal of the following Club: All Alcoholic Beverages Duxbury Veteran's Club; Village at Duxbury; Duxbury Yacht Club (23 Mattakeesett Court; Duxbury Yacht Club (70 Fairway Lane). Second by Mr. Flynn VOTE: 3:0:0.

Board of Selectmen

Date: November 14, 2016

Page 2

Mr. Madigan moved the renewal of the Duxbury Maritime School for a Club: All Alcoholic Beverages license. Second by Mr. Flynn. VOTE: 2:0:1 (*Mr. Dahlen abstained as he is a director at the Duxbury Bay Maritime School.*)

Retail: All-Alcoholic Beverages

Mr. Dahlen moved the renewal of the following Retail: All Alcoholic Beverages licenses: Bennett's General Store; Cellar D'Or; Duxbury Wine & Spirits; and Osborn's Country Store. Second by Mr. Flynn. VOTE: 3:0:0

Mr. Madigan moved the renewal of the following Retail: All Alcoholic Beverages licenses: Jamie's Fine Wine * Spirits III. Second by Mr. Flynn. VOTE: 2:0:1 (*Mr. Dahlen abstained as Jamie's is located in a building he owns.*)

Retail: Wine & Malt Only

Mr. Dahlen moved the renewal of the following Retail: Wine & Malt Only licenses: Bo'-Tes Duxbury; Foodies Duxbury Market; Halls Corner Store; Duxbury Package Store; Snug Harbor Wine; and Peel Pizza Company. Second by Mr. Flynn. VOTE: 3:0:0

2017 LICENSE RENEWALS: ALL OTHER LICENSES

Mr. Dahlen move that the Board of Selectmen renew the following licenses for the year 2017, subject to the receipt of all renewal paperwork and payment of all funds/fees owed to the Town of Duxbury.

Class Two Auto:

Mr. Dahlen moved the renewal of the following Class Two Auto: Bayside Marine Corp; New Duxbury Auto Sales; Saint George ST Garage; and Millbrook Auto Sales. Second by Mr. Flynn. VOTE: 3:0:0

General:

Mr. Dahlen moved the renewal of the following General License: Shinnetti's Grill. Second by Mr. Flynn. VOTE: 3:0:0

Common Victualler:

Mr. Dahlen moved the renewal of the following Common Victualler licenses: Alden Elementary School; Bay Path at Duxbury; Benchwarmer Sub Shop; Bread Board @ Dux. High; Chandler School; Bongi's Turkey Roost, Inc.; Crossroads for Kids, Inc.; Depot Street Market; D'Orazio's; Dunkin Donuts; Duxbury Deli; Duxbury High School; Duxbury Middle School; Duxbury Pizza; Duxbury Senior Center; Farfar's Danish Ice Cream; First Parish Church; French Memories; The Green Light; Gunther Tooties; Holy Family Church; Miramar Retreat; My Little Bakery; OROPA, LLC; Scoops, The Ice Cream Shop; Snug Harbor Fish Company; Uncommon Grounds; The Foodsmith, LLC; Fire & Stone Trattoria and Pizza Bar. Second by Mr. Flynn. VOTE: 3:0:0.

ONE-DAY LIQUOR LICENSE REQUEST(S):

11-23-16 Winsor House Inn Thanksgiving Eve Event

Mr. Dahlen moved that the Board of Selectmen grant to Mr. Charles Weillbrenner, as a representative of Modern Family Associates DBA The Winsor House Inn, a One-Day Wine & Malt License for a Thanksgiving Eve event on their patio to be held at the Winsor House Inn, Washington Street, Duxbury, on Wednesday, November 23, 2016 during regular business hours, subject to the conditions on the license. Second by Mr. Flynn. VOTE: 3:0:0.

DISCUSSION PERTAINING TO PROPOSED AMENDMENT(S) TO THE ZONING BYLAW

Mr. Read mentioned that the agenda was amended to add this topic at the request of Mr. Dahlen.

Mr. Dahlen explained that we had asked Town Counsel to deal with the issue of “one dwelling unit on one lot.” We had thought that it meant that only one dwelling would be allowed on one lot and that multiple dwellings would be on separate lots. The way the current bylaw is drafted what Town Counsel fixed for one dwelling on one lot is applicable, but Section 500 of the zoning bylaw is a section that deals with “REQUIREMENTS FOR CERTAIN LAND DIVISIONS, LAND DEVELOPMENTS, AND INCLUSIONARY HOUSING” and deals also with the division of land and multiple developments. In that section, it is Town Counsel’s opinion that it allows for multiple dwellings (6 or more) on still one lot, which was not the intent of the bylaw, but the way it is written it could be interpreted that way. Mr. Dahlen said he would like to have Town Counsel look at Section 500 and edit it so that Section 906.2, which is a “SPECIAL PERMIT” section that says the Planning Board can issue a special permit and for someone who has applied for 6 or more houses on one lot be eliminated; so that only RESIDENTIAL CONSERVATION CLUSTER (RCC) under section 540 and PUDs under section 600 be allowed. Those are the two most common ways that it has been done in Duxbury, and that is the historic way that multiple dwellings have been developed in Duxbury. In fact no multiple dwelling developments have ever been developed with multiple houses on one lot that has been allowed by a Special Permit by the Planning Board or the Zoning Board of Appeals (ZBA). This would be correcting something as a stop gap measure until the rewrite of the entire zoning bylaw.

This would be a separate article to be worked on by Town Counsel and both the Planning Director and Conservation Agent have been consulted about this and agree that it should be done.

Joint Meeting with Finance Committee and Fiscal Advisory Committee:

Discussion and review pertaining to FY18 Budget and related materials Budget presentation by the following department(s): Capital / Facilities Management

The Fiscal Advisory Committee was called to order with a quorum of the members present.

Mr. Read said he would like to turn the presentation over to Mr. Brian Cherry, who will give an overall presentation of the Capital Requests and then individual Department Heads are available to discuss the specifics of their requests, if needed.

Facilities Management Department / FM Director Brian Cherry

Mr. Cherry said that last year we rolled out a 10-year capital budget plan and that is how we are proceeding. He projected a PowerPoint presentation.

He began with a slide giving an overview of the items to be discussed.

Operations:

- 1947 Work Orders (corrective & preventative) were completed last year (Nov 2015-Oct. 2016)
- That is approx. 37 per week
- FY17 Operational Investment in Building Maintenance was: \$113, 630. for Town and \$237,200 for the Schools.

Projects that you will see from Facilities Management:

- Fixed Building Assets that are not Department specific
- Building envelope: roof, windows, siding, doors, etc.
- MEP-Mechanical, Electrical, and Plumbing
- Building/Energy Management Systems
- HVAC-Equipment
- Life Safety Systems: Fire Alarms, Sprinklers, Emergency Lighting
- Flooring
- Energy Efficiency, Solar
- Bathroom Renovations
- Elevator

Projects that you will from the Departments:

Mr. Cherry said things such as furniture or department-specific equipment, for example: water pumps needed by the Water Dept. or retorts at the Crematory; or an addition to a building. The Department Heads would be bring these projects forward. The Facilities Director might only be involved managing the overall project.

Facilities Management: 10 Year Capital Improvement Plan

- Town-wide Building Capital Needs Liability: \$3,300,000
- \$30,000 / year investment in water enterprise facilities (30)
- \$300,000/ year investment in buildings (43)
- The Facilities Dept., in conjunction with the Dept. Heads develops, presents annually and executes all projects.

Overview of the FY17 Facilities Management Projects

- Flooring in the Merry Room
- Pool –exterior building washing
- Partridge Well Site Building Restoration – chimney flashing, roof, front doors, vinyl siding, drop ceiling, windows. The building is now water-proof and should require little maintenance for the next 30 years.
- Alden & Chandler Data Closet Cooling

FY'18 Capital Project Requests

Mr. Cherry showed slides of the following projects, explained the issues, and the rationale for the replacement or maintenance to be done. The slides also included projected costs for each as follows:

- \$110,000 Alden School Window Replacement (phase 3 of 3 yr. project)
- \$ 25,000 Alden School Library Roof
- \$ 20,000 Alden School Library Dehumidification
- \$40,000 Duxbury Rec. Dept. – office restoration: windows, doors, siding, & HVAC
- \$ 65,000 Duxbury Free Library –Chiller rebuild
- \$30,000 Millbrook and Lake Shore pump Stations restoration
- \$ 5,000 Duxbury Police Station –dehumidification
- \$ 8,000 Crematory-siding and decking cleaning, repair and staining
- \$ 14,000 Chandler Gym Skylights – replacement due to leaking
- \$ 2,000 Wright Building – HVAC controller
- \$ 6,000 Alden School –Fire Exit Door

\$325,000 TOTAL

With regard to future years the following were mentioned:

- Chandler School Mechanical and Controls –Cost est. \$550,000.
- Alden School Roof Replacement
- Alden School first floor, old section renovation
- ¼ Chandler Roof Replacement
- Bathroom Renovations
- Boilers

For future new buildings or additions Mr. Cherry mentioned the following:

- DPW – Facility Replacement
- Senior Center Addition
- Harbormaster Headquarters

Mr. Cherry mentioned that Duxbury is looking to get Green Communities status. The timeframe for that would be October, 2017. The hope is that the Town's Green Community status would coincide with when Facilities Management is ready to undertake several qualifying projects. The Green Communities is funded by a tax collected by utility providers. So having Green Communities status would help get some money back. For example, from preliminary discussions, he said the Green Communities status may reduce the cost of the Chandler School Mechanical and Controls project by \$150,000. Based on audits it is expected that other projects for lighting, mechanical, etc. could provide annual returns to help reduce project costs.

With respect to the Duxbury Public Schools, Mr. Cherry showed slides of the following equipment /projects, explained the issues, and the rationale for the replacement or maintenance to be done. The slides also included projected costs for each.

- Scissor Lift \$30,000.
- Custodian floor autoscrubbers (2) \$20,000.
- Light duty pickup truck \$25,000.
- Varsity softball field fence \$ 7,000.
- Lt. Steele campus storage pods (2) \$16,000.

Questions and Answers:

Mr. Pisani, Finance Committee member, asked if there would be any unfavorable consequences of Green Communities (GC) status for the Town regarding State building codes or specifications.

ANSWER: Ms. Valerie Massard, Planning Director, answered by explaining there is a requirement that the Town adopt the stretch code. In the past the building code was more flexible than the stretch code, but that is no longer the case.

Mr. Dahlen mentioned that a couple of years ago he had issues with the stretch code regarding renovations to older, historic homes. For example: single-pane windows with storm windows to match windows in older homes. He mentioned that there is an additional cost (about \$1,500.), but after an energy audit the homeowner gets a check back to offset the cost plus additional cost offsets through rebates from some of the energy-saving products installed. Mr. Dahlen is now a supporter of the stretch code. He also mentioned that the stretch code only applies to new work.

Ms. Betsy Sullivan, Finance Committee Chair, asked about the cost to achieve Green Communities status? ANSWER: Ms. Massard said that Duxbury is covering the cost of the applications and the required energy audit through a grant partnership with MAPC. So there will be no cost to the Town to apply for the GC status. After receiving GC status, the when qualifying work is done to make the buildings more energy efficient, then the Town would qualify for GG refunds and/or rebates. So Ms. Sullivan summarized it by stating that the Green Communities is similar to Mass Save but for municipalities. Ms. Massard agreed with that statement.

Mr. Frank Mangione, Finance Committee member, asked if GC is State funding or Federal funding? ANSWER: Ms. Massard said it is State funded, but some of the funding does come from Federal funds given to the State. In response to a follow-up question she said that it is not a reimbursement funding model, but rather funds are provide when approved contractual agreements are made. Mr. Cherry added that the Green Communities does have a dedicated revenue stream and he was given assurances that the program is sustainable

Before the Department Heads presented their departments capital requests, Mr. René mentioned that copies of the departmental capital requests have been made available to the Finance Committee and the Fiscal Advisory Committee.

TECHNOLOGY DEPT. - SCHOOLS

Ms. Cheryl Lewis, Duxbury Public Schools Technology Director, presented the School's technology capital request. The request is to close the Town's fiber network ring for the Chandler School / Central Office Complex. She displayed a map illustrating the section that needs to be completed. She explained that closing the fiber network ring would allow for a redundant network pathway for the network at the Chandler /Central Office. By closing the network from Chandler School to Saint George ST, in the event of a problem, it would only take a few seconds for the network to reorganize and come back online if one end of the ring goes down. She mentioned that they do not have an emergency line so now if the line has a problem the phones and the internet does not work. The cost would be \$87,400., but because it involves the Chandler School it would be eligible for 39% E-Rate reimbursement so the total would be \$52,540.

Someone asked if this would be everything that is needed for the Town and the schools? ANSWER: Ms. Lewis said this would get what is needed to close the ring for the Schools, but she believed there might be other areas within the Town that needed to be done.

To clarify it further it was mentioned that this is the third and final phase of an ongoing project. This will not have any impact on the new phone system other than providing a redundancy, so if part of the network goes down transmission is re-routed to go the other way.

Mary Beth MacQuarrie, Town Information Systems Director, said that the Town has closed the Town loops, except for some of the water buildings and possibly Ashdod Fire Station if it is outside of this loop.

POLICE DEPT. / Deputy Chief Stephen McDonald & Chief Matthew Clancy

Deputy Chief Stephen McDonald gave a PowerPoint presentation to explain the following requests:

- Replacement of 2 LT. vehicles (contractual) \$47,000.
- Purchase of Protective Equipment \$20,875.

In explanation of the vehicle purchases it was pointed out that the Lieutenants are on call. The Department has been following a two-vehicles-in and trading-two-vehicles-out practice, but they did not trade them last year. Plan is to purchase 2017 Ford Escape with 4 WD It was questioned why the Department was buying vs. leasing and the answer given was that buying is less expensive. Finance Director John Madden said that purchases are done with cash available whereas leasing ties up operating funds, plus you end up paying more because of finance charges. According to Mr. Madden "Leasing vehicles is the last act of a desperate community."

Regarding the protective equipment for the officers, currently outfit them with soft body armor that only protects against some weapons. That equipment was funded through grants. Police Dept. is asking for funding to outfit each vehicle; not each officer. The request for 25 body armor vests, helmets, and a ballistic plate/shield, which protects against higher weapon power.

Ms. Sullivan asked if some of the Law Enforcement Councils Duxbury belongs to would provide this gear. Deputy Chief McDonald said that this gear would be for Duxbury Police, can't really count on the gear from the SE Law Enforcement Council or the Metro Law Enforcement Council because their response time might be an hour after an incident begins.

FIRE DEPARTMENT / Chief Nord & Deputy Chief West

Began his presentation by showing a slide of the newest fire engine, which was a FY16 appropriation and was just received about 2 months ago, which illustrates the lag time involved. This engine is made for New England weather as it has galvanized steel frame rails and equipment is stored under roll-up doors. Cost was \$570,000, which now is closer to \$680,000 because of steel costs.

This year's request is for replacement of pumping engine #3, which is a 2002 vehicle with 98,000 miles and about \$130,000 worth of repairs. The estimated cost for its replacement is \$700,000. Chief Nord also gave a brief overview of the other engines currently in use and their anticipated timeframes for replacement:

Vehicle	Model Year	Anticipated Replacement YR
Engine #1	1995	2022
Engine #2	2016	2031
Engine #3	2002	2018
Ladder Truck #1	2003	2023

Chief Nord mentioned that by having 3 engines the department receives the most favorable insurance rates. They actually run 2 engines and the 3rd is a backup. Two engines are housed at the central fire station and the third is housed at Ashdod Fire Station. He also mentioned that they will trade in E#3 with the trade-in value being about \$15,000.

In response to how the Town should pay for this, Mr. Madden said there are a couple of options:

- 1) Through a capital exclusion, which is a one-time prop. 2 ½ override OR
- 2) Pay a portion of the cost from free cash or other available funds and then do short-term borrowing for 1-2 years.

Mr. Madden said he is recommending the second option as rates are still low.

In anticipation of the Chief's next request, Mr. Madden mentioned that with regard to ambulance replacement a couple of years ago the Town set up a dedicated fund (i.e., a Receipt Received for Appropriation Fund) for this specific item and as of this year there are funds for about ½ the cost.

In response to a question about a debt exclusion, Mr. Madden said it would require a 2/3 vote of the Board of Selectmen to put it on the warrant, then a 2/3 Vote at Town Meeting and a majority vote on the Town ballot.

With regard to an ambulance request Chief Nord mentioned the following:

- Originally slated for replacement last year but postponed due to other needs
- Try to replace them every 7 years
- Currently have 2 ambulances but now at a crossroads with call volume. He mentioned there is an increase in mutual aid calls and an expectation of more call volume with the expansion of Island Creek Village, which will house low-income and elderly residents.
- He is recommending retaining this ambulance and purchasing a 3rd ambulance.
- Revenue cost reimbursement (about \$430,000./year) and how he determines it mentioned.

Mr. Flynn asked if a 3rd ambulance would mean additional staffing. ANS.: In response Chief Nord said that he does not see additional staffing involved. It would be used by current staff and recalled staff, but on the operational side he has asked for an additional paramedic / FF so daytime staff would be 8. Would also allow them to keep 2 vehicles in operation with the 3rd as a backup during repairs / maintenance.

It was also mentioned that currently all revenue goes to the General Fund, except for the \$50,000 earmarked to the dedicated fund. The Town is looking to increase the dollar amount going into the dedicated fund so that more of the actual cost will be saved in advance.

Mr. Read gave a brief explanation of a spreadsheet he had worked out regarding the future plan for purchasing 3 ambulances. The gist of it was that every two years in the odd year authorization would be requested and the actual purchase would be in the even year. So it would be a 6-year rotation with a purchase every 2 years.

Under the "capital" light budget the Fire Department is asking for Fusion Pumps \$20,520. The fusion pumps count the drips for iv medications and are now being required as of July 1, 2017. The other request is for ballistics gear for 6 people at a cost of \$12,420.

HARBORMASTER / Harbormaster Jake Emerson

Mr. Emerson said the Harbormaster's capital request is to replace a 2010 patrol truck, which has 90,000 beach/coast miles and was postponed from last year's requests. Cost for the replacement vehicle would be \$38,644, which includes outfitting with all necessary equipment. He did say they would be trading in the vehicle about only expects \$2,800 or less based on previous trade-in experience.

DEPT. OF PUBLIC WORKS / DPW Director Peter Buttkus

He said he was asked to speak about just the major projects / equipment requests.

Project / Equipment	Est. Cost	Comments
Keene ST Ballfield Well exploration	\$30,000.	Problem is having enough water for the Field so similar to Chandler field project.
COA Parking Lot Repairs	\$15,000.	Crack sealing parking lot
Pave Wirt Way	\$24,100.	As part of the Bay RD Shared Septic System there was an agreement the Town would maintain Wirt Way. It is a dirt road and every year requires fill and a grader. The plan is to pave it to reduce the need for annual work.
Cemetery Expansion	\$202,000.	Section to the right of the Sr. Ctr. Cost would be for engineering, road work, water main installation and grading
Replace 2006 Dump Truck H-17	\$184,845	Primary equipment used by DPW
Replace 2004 Volvo L-60 Loader	\$184,275	Loader is workhorse of the DPW
Replace 2005 1-ton Dump Truck w plow	\$ 75,000	LNR primary vehicle
Replace Asphalt Hot Box	\$ 34,104	Needed for roadway work

The above are just the major needs. He did not get into other lesser equipment requests.

WATER DEPARTMENT / Water Superintendent Peter Mackin

Rehabilitation of Captains Hill Tank	\$900,000	Inspections have shown rehab is needed. Last done in 2003 but only a partial rehab then. Fencing & lighting to be included.
Replace electrical service to Tremont Wells on Hounds Ditch	\$120,000	Town owns the conduit and boxes. NStar would pull wire through. When power goes down it requires an operator to manually operate the system. Lines date from the 1960s.
Pave Birch ST Access Road	\$ 27,480	
PCE Main Pipe Replacement program	\$150,000	Part of an ongoing replacement project
System Rehabilitation	\$150,000	
2 ¾-ton pickup utility truck	\$ 89,632	

INFORMATION TECHNOLOGY / IT Director Mary Beth MacQuarrie

The capital request from the IT Department is for replacement of Town website. It was previously quoted as \$23,000, but quote as of this afternoon is \$14,000, which puts it into "capital light." She said that this would be a re-design of the website with added features and mentioned the following:

- Right now only have licensing for 10 users and this would allow for unlimited users
- Agenda and minutes modules
- System for responding for Freedom of Information Act requests under new public records law

COUNCIL ON AGING / COA Director Joanne Moore

Ms. Moore said copies of the COA Feasibility Study are available. The Capital request from COA will be for \$182,029 for architectural design and drawings.

She went over the reason for the expansion request:

1. Growing Senior Population: in 2020 projected as 36% of Duxbury and by 2030 projected at 53%.
2. Grants and Services: Programs and services are growing to meet increased needs. Currently 260 Respite Days; 320 hours Life-Long Learning Courses; 13,000 meals; 8,000 rides. Also with the expansion at Island Creek Village expecting more seniors moving to Duxbury.
3. Community Space: 47 committees meet in the building.

LIBRARY / David Murphy

Library's capital request is for \$50,000 for soundproofing the three study rooms at the Library. He said the program rooms are very popular, but they are adjacent to the Youth area, which can get noisy. People use them for conference calls and skype transmissions. In response to a question he answered that they do not charge for use of the rooms.

Mr. Read said that smaller capital request items (< \$15,000) will be handled by review of the Fiscal Advisory Committee.

V ADJOURNMENT

At approximately 8:50 p.m., Mr. Dahlen moved that the Board adjourn. Second by Mr. Flynn.
VOTE: 3:0:0.

Minutes respectfully submitted by: C. Anne Murray

LIST OF DOCUMENTS FOR 11-14-16 SELECTMEN'S MEETING

1. *Agenda for 11-14-16 Selectmen's Meeting –Revised2*
2. *OPEN FORUM: no documents*
3. *NEW BUSINESS:*
 - a. *Annual Renewal of Liquor Licenses and Other Licenses (Common Victuallers, Entertainment, Class I&II and other General Licenses) – Suggested Motion with listing of licenses -2 pages.*
 - b. *ODLL –11-23-16 Winsor House: Draft License; Dept. Head Feedback; Ltr Request.*
 - c. *DISCUSSION PERTAINING TO PROPOSED AMENDMENT(S) TO THE ZONING BYLAW: Added printouts of Zoning Bylaw Art. 500 and Section 906.2*
4. *Discussion FY18 Budget presentations by the following departments: 11-14-17 FY18 Capital Project Request Presentation Facilities Management; Town Capital Project Request-Close Town Fiber Network for Chandler/Central Office Complex*
5. *Committee Appts./ Re-appointments and Resignation – none*
6. *One-Day Liquor Licenses – See above.*
7. *Event Permits – none*
8. *Minutes:*

Board of Selectmen

Date: November 14, 2016

Page 11

- a. Executive Session: none.*
 - b. Open Session: none*
- 9. Announcements – 11-14-16 Suggested Announcement Sheet (Not announced)*