

Date: April 4, 2016

Date Minutes Approved: April 25, 2016

TOWN CLERK
2016 MAY -3 AM 9:08
DUXBURY, MASS.

BOARD OF SELECTMEN

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

Absent: Theodore Flynn, Vice-Chair

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

I CALL TO ORDER - CONVENED IN OPEN SESSION

The Selectmen's meeting was called to order at 7:00 PM in Open Session in the Mural Room.

II OPEN FORUM - nothing was brought forward for discussion

III NEW BUSINESS

7:01 Public Hearing – Review and Approval of Shellfish Aquaculture Applications:

Peter Prime –additional acreage (2 requests)

Michael George –Renewals

Mr. Dahlen moved that the Board of Selectmen open the advertised public hearings for review and approval of Aquaculture Applications regarding: Peter Prime two additional acreage requests and Michael George two aquaculture lease renewals. Second by Mr. Madigan. VOTE: 2:0:0.

Mr. Read mentioned that correspondence was received via Don Beers offering his support of both applications.

Mr. Hoban, Chair of Shellfish Advisory Committee, spoke on behalf of the Committee. He said the Shellfish Advisory Committee had a public meeting on March 24, 2016 and the Committee voted unanimously its support of Mr. George's renewals and Mr. Prime's additional acreage requests, which were consistent with prior practice in the Town of Duxbury.

RE: Michael George Aquaculture Lease Renewals:

Mr. Dahlen moved that the Board of selectmen approve the renewal (s) of Michael George of 129 Surplus Street for Aquaculture lease # 9432 and # COE 2004-3903 for 10 years. Second by Mr. Madigan. VOTE: 2:0:0.

RE: Peter Prime Aquaculture Additional Acreage Lease Requests:

Mr. Dahlen moved that the Board of Selectmen approve the additional acreage applications of Peter Prime for License #7949-02 and 7949-03 for 3 years pending all Federal, State and Local reviews and approval. Second by Mr. Madigan. VOTE: 2:0:0.

Mr. Dahlen moved that the Board of Selectmen close the advertised public hearings for review and approval of Aquaculture Applications regarding: Peter Prime two additional acreage requests and Michael George two aquaculture lease renewals. Second by Mr. Madigan. VOTE: 2:0:0.

Discussion and review of proposed health insurance rates /Jeannie Horne, HR Director

The Board had received a memorandum regarding the group life, health and dental insurance rates along with a rate chart for each. Ms. Jeannie Horne, Duxbury's Human Resource Director, provided an overview mentioning the following:

- Town provides 3 plans: A PPO, a HMO, and Medex (a supplemental plan for retirees and their spouses).
- The recommendation is for a 4% rate increase for FY'17 for Blue Cross Blue Shield (BCBS) for the PPO and HMO plans. She noted that this the first rate increase in nearly four years.
- There will be no rate increase regarding the BCBS Medex plan, the life insurance, or dental insurance plan.
- She attributes the proposed premium increase to several things: Duxbury is self-insured, and the claims experience has significantly increased this year. In addition, health care costs have increased and the cost for medications has doubled.
- New this year BCBS is offering a new one-year pilot program called "Telehealth." This will provide convenient 24 /7 access via secure two-way video to board certified physicians for non-emergency situations. It is based on facetime technology. This will be offered at no cost to the employees. There is about a \$3,000 cost to the Town, but it is anticipated that cost would be offset by the savings when other more expensive treatment options are not needed.
- Also, new this year is "Complete Care for Advance Illness" a BCBS program for patients and families facing advanced or end of life illnesses.
- In discussion with the Board it was mentioned that this increase will not quite cover the increased costs. It was also point out that the 4% increase is cost-shared with 75% coming from the Town and 25% coming from the employees. The cost-share with retirees is 50% from the Town and 50% from the retiree.

For more details please see the March 30, 2016 Memorandum by Jeannie Horne, HR Director, regarding Group Life, Health and Dental Insurance Rates effective June 1, 2016 at the end of the minutes.

Mr. Dahlen moved that the Board of Selectmen accept the proposed group life, health and dental insurance rates effective July 1, 2016 as presented (or amended). Second by Mr. Madigan. VOTE: 2:0:0.

Discussion and review of View Easement Agreement (0 Standish ST) / Joe Grady, Conservation Administrator

Mr. Dahlen indicated he had spoken with Mr. Joe Grady earlier today and explained this business on Mr. Grady's behalf. Several years ago Town bought a piece of property that was part of a view easement across the Winslow property out into Eagle Nest Bay. Over the years there were several houses that shared the view easement, but the problem was it was maintained by a Trustee of the Winslow Realty Trust. So although the abutting property owners had the view easement, the right to clear the property was held by the Trust. So over time the Trustee did transfer the right to the property owners so they could take care of clearing the property to maintain the view. The view easement agreement under discussion tonight would grant this right to the Town for the parcel the Town owns. It does not require the Town to do anything, but it does give the Town the right to clear trees or brush as needed to maintain the view.

Mr. Dahlen moved that the Board of Selectmen accept and approve the View Easement Agreement to be held by the Town of Duxbury Conservation Commission with respect to property located at 0 Standish Street as further detailed in Joe Grady's memo of March 29, 2016. Second by Mr. Madigan. VOTE: 2:0:0.

Mr. Madigan explained that the following items of business were being postponed since Mr. Dahlen is a director of the Duxbury Beach Reservation and at the Duxbury Bay Maritime School, and as such he would need to recuse himself. So these items will be taken up when at an upcoming meeting when Mr. Flynn is available. The postponed items are:

- Announcement & Acceptance of Equipment from Duxbury Beach Reservation
- Discussion pertaining to Endorsement of Proposed Alterations to the Federal Navigation Project (FNP) in Duxbury Harbor by the Duxbury Bay Maritime School

Discussion pertaining to Traffic Lights at Rte. 3 -Exit 10 / Duxbury 2020

Mr. Monty Healy, President of Duxbury 2020, and Mr. Chris Donato, a Chair of Duxbury 2020's traffic committee, were present to discuss this item of business with the Board.

Using an aerial plan of the area of Tremont ST / Rte. 3A showing the ramps on and off Route 3 at Exit 10, Mr. Healy mentioned the following:

- The logistics for a driver going southbound and northbound, and the fact that it is dangerous because the driver has to deal with two lanes of traffic and the vehicles that are turning onto or off of the ramps with short sight distances.
- Duxbury 2020 is seeking the Board's support of MassHighway's project #606002 to gain funding for putting in signalization to improve the safety at these intersections and to improve the traffic flow. The project is already partly engineered but has not received the priority status needed to get the funding for the implementation.
- A State Commission is being formed to help expedite items related to the Plymouth 400th. It now looks like that State Commission will be established in May 2016. The Board's support might help so that the project, which is already partly engineered, gets constructed before the influx of visitors in 2020.
- The project will be a positive safety benefit to the Town on a long-term basis.

In discussing this Mr. Madigan mentioned that previously a traffic light was proposed for Exit 11 off Route 3, but it was turned down because they thought it would cause backups on Route 3. Mr. Donato in responding to that said that the Exit 10 ramps flow into two lanes of traffic on Rte. 3A and is seen as more dangerous because of that. That is why this project would likely move forward vs the one previously suggested for Exit 11.

Mr. Dahlen moved that the Board of Selectmen authorize the Chair to sign a letter of support for signalization at Exit 10 to facilitate the traffic movements on and off the ramps for Route 3 (i.e., TIP project #606002). Second by Mr. Madigan. VOTE: 2:0:0.

Discussion and review of Common Victualler license application – Oropa, LLC

The Common Victualler's license was applied for by Ms. Sandra D. Higgins, who will be opening a new business called Oropa in the space formerly occupied by the shop named ONE in the Depot Street Marketplace.

Mr. Dahlen moved that the Board approve a Common Victualler License for Oropa, LLC, Sandra D. Higgins, Owner/Manager, contingent upon conditions on the license. Second by Mr. Madigan. VOTE: 2:0:0.

Call for Special State Primary Election – Tuesday, April 12, 2016

Mr. Dahlen moved that the Board of Selectmen directs either of the Constables of the Town of Duxbury to notify and warn the inhabitants of Duxbury, who are qualified to vote in the Special State Primary Election, to vote at Precincts One through Six at the Chandler Elementary School Gymnasium, 93 Chandler Street, Duxbury Massachusetts on Tuesday, the 12th Day of April, 2016 from 7:00 AM to 8:00 PM. Second by Mr. Madigan. VOTE: 2:0:0.

Prior to the vote, Mr. Madigan asked why the elections were still being held over at the Chandler School as he thought the polls were going to be at the Timothy J. Steele Fieldhouse. Mr. Read responded that there have been discussions about moving the elections over to the Steele Fieldhouse, but once a change has been made through the Secretary of State's office it take a while to change it again. It was felt that there was not sufficient time to accomplish that with the Annual Town Election, State Senate Primary, and State Senate Election scheduled for this spring. While it remains to be seen there is a possibility the polls will be moved for the fall elections cycle.

Arbor Day Proclamation

The Arbor Day Proclamation is an annual requirement regarding Duxbury's Tree City designation. There are standards that must be maintained in order to hold the Tree City designation and one of them is to have an Arbor Day Observance and Proclamation. Mr. Madigan read the Arbor Day Proclamation in to the record. As in the past, the Arbor Day Proclamation urges citizens to support efforts to care for our trees and woodlands and to support the town's community forestry program. It also proclaimed April 29, 2016 as Arbor Day in the Town of Duxbury to be observed with ceremonies at Chandler School at 2:30 p.m.

7:10 pm Water and Sewer Commissioners:

- A. Water and Sewer Commitment (#3-FY 2016)
- B. Discussion to clarify practice, rules and regulations pertaining to water bill adjustment requests

Mr. Dahlen 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: 2:0:0.

A. Water and Sewer Commitment (#3-FY2016)

Mr. Dahlen moved that the Board of Water & Sewer Commissions instruct the Treasurer to collect the total amount of \$550,639.01 for water and sewer charges. Second by Mr. Madigan. VOTE: 2:0:0.

B. Discussion regarding water bill adjustment requests

In the Selectmen's packet was a memorandum by Town Manager René Read which recommended the following for those homeowners, who had pending requests for one-time water adjustments.

Mr. Dahlen moved that that the Duxbury Water Department contact the homeowners of the following properties to arrange for an inspection of the water meters, have the meters tested (with the fee waived), assist the homeowners with leak detection and follow the necessary established protocols of the Duxbury Water Department to help remedy the situation:

39 Bay Pond Road
626 Temple Street
32 Hunt Farm Road
60 Buckboard Road
35 Union Hall Road

Second by Mr. Madigan. VOTE: 2:0:0.

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

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

IV TOWN MANAGER'S REPORT

Mr. Read reporting on the following items:

1. Eagle Scout Project:

Chief Nord brought to his attention the work of an Eagle Scout project done by Storme Felty. Storme went through the Town and mounted on over 150 fire hydrants the locator flags. This was a huge undertaking and Mr. Read wanted to publicly acknowledge it and to thank him for his service.

2. New Treasurer / Collector Announcement:

Mr. Read announced that Ms. Jill Stewart has been hired to serve as the Town of Duxbury Treasurer /Collector. She worked in Treasurer and Collecting offices for 14 years. She has worked for the Town of Duxbury for five years; first from 2001 to 2012 as the Assistant Collector and then from 2012 to the present as the Assistant Treasurer. The Town received approximately 30 applications and weeded the applicant pool to 16. From that applicant pool four finalists were chosen to be interviewed, and Ms. Stewart was the clear choice. He welcomed Ms. Stewart as a new Department Head.

3. Farewell to Marianne Gonsalves:

Mr. Read announced that Ms. Marianne Gonsalves, who has worked in the Human Resource for the past 3 ½ years, has given notice. She and her husband are moving to Florida. Mr. Read mentioned Marianne has been absolutely essential in her work for Jeannie Horne and our entire office. We will miss her, but want to wish her well.

V COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/ RESIGNATION

VI ONE-DAY LIQUOR LICENSE REQUESTS

[For Event Permits and One-Day Liquor Licenses, departmental reviews of the requests were done. There were no objections and departmental feedback was incorporated into the conditions listed on the permit or license.]

04-14-16 Art Complex Museum – Student Art Opening

Mr. Dahlen moved that the Board of Selectmen grant to Ms. Laura Tryon Jennings, as a representative of the Duxbury Art Complex Museum, a One-Day Wine & Malt License to hold a Student Art Opening reception on Thursday, April 14, 2016 from 6:00 PM to 7:30 PM at the Art Complex Museum, 189 Alden Street, subject to the conditions on the license. Second by Mr. Madigan. VOTE: 2:0:0.

VII EVENT PERMITS

04-30-16 Bay Farm Montessori 11th Annual 5k Run by the Bay

Mr. Dahlen moved that the Board of Selectmen grant to Sandy Kozlowsky, as a representative of the Bay Farm Montessori Academy, a permit to hold the 11th Annual 5K Run by the Bay on Saturday, April 30, 2016 from 8:30 am to 12:00 pm, beginning and ending at the Bay Farm Montessori School, subject to the conditions on the permit. Second by Mr. Madigan. VOTE: 2:0:0.

05-07-16 Newcomers' Club 50th Anniversary Party

Mr. Dahlen moved that the Board of Selectmen grant to Ms. Kim Leckie, as a representative of the Duxbury Newcomers' Club, a permit to hold the Newcomers' 50th Anniversary Party on the grounds of the Wright Building and parking lot, on Saturday, May 7, 2016, from 11:00 am – 2:00 pm, subject to the conditions on the permit. Second by Mr. Madigan. VOTE: 2:0:0.

06-04-16 Best Buddies Challenge

Mr. Dahlen moved that the Board of Selectmen grant to Mr. Paul Curley, as representative of the Best Buddies Challenge Hyannisport, and participants in the 17th Annual Best Buddies Challenge bicycle ride to be held on Saturday, June 4, 2016 permission to travel through Duxbury and to use the Duxbury Senior Center as a rest stop, subject to the conditions on the permit. Second by Mr. Madigan. VOTE: 2:0:0.

VIII **MINUTES** - no minutes presented for review and approval.

IX ANNOUNCEMENTS

Mr. Dahlen read the following announcements:

1. Woods Hole Group Presentation:

The Woods Hole Group will present the findings of its coastal processes study to the town and Reservation in a public meeting on Tuesday, April 12, 2016 at 7:00 PM at the Duxbury Senior Center (Ellison Room).

2. Commercial Shellfish Applications:

Commercial Shellfish Applications are available in the Board of Selectmen Office in Old Town Hall. Commercial Shellfish Applications can be submitted during the month of APRIL ONLY. Applicants must be Duxbury residents and have a Massachusetts Commercial Fisheries license showing “endorsed shellfish.”

3. New Transfer Station Stickers:

Reminder as of April 1st you must have a new Transfer Station sticker to use the facility.

4. Next Scheduled Selectmen’s Meeting: will be on Monday, April 25, 2016. Should there be a need to have a meeting before that date it will be posted.

X ADJOURNMENT

At approximately 7:33 PM, Mr. Dahlen moved that the Board adjourn. Second by Mr. Madigan. VOTE: 2:0:0.

Minutes respectfully submitted by C. Anne Murray

TOWN OF DUXBURY, MASSACHUSETTS



TO: Board of Selectmen
FROM: Jeannie Horne, Human Resources Director
DATE: March 30, 2016
RE: Group Life, Health and Dental Insurance Rates effective June 1, 2016

The Town of Duxbury continuously provides our active and retired employees with education and wellness opportunities, and we carefully manage our insurance offerings, related costs, and expenses. We also encourage commitment to long term health, preventative care, and emergency room alternatives such as the Blue Care Line, urgent care centers and minute clinics.

Based on our claims experience, prescription drug costs, and overall plan expenses the following insurance rates actions are recommended for FY 17:

- Four percent rate increase for Blue Cross Blue Shield PPO and HMO plans, the first in nearly four years (Town provides 75% for active employees and 50% for retirees)
- No rate increase for Blue Cross Blue Shield Medex (Town provides 50% for retirees)
- No rate increase for basic life rates (Town provides 75% for active employees and 50% for retirees)
- No rate increase for Delta Dental Premier Voluntary Enhanced Table Plan (100% paid by employees and retirees)
- No rate increase for Delta Dental PPO Plus Premier Voluntary Enhanced Plan (100% paid by employees and retirees)

Attached for your review is a draft FY 2017 insurance rate sheet. With your approval, this information will be provided to all benefit eligible employees, retirees and COBRA participants in mid-April, in advance of our May 1 – 31 annual enrollment period and our May 12, 3-5 PM annual health and benefit fair at the Senior Center. Again this year, information sessions will be offered during the fair, reviewing our current health insurance deductibles, copays, out of pocket maximums, covered services, hospital choice cost sharing (HCCS) and some new offerings described below. All benefit eligible employees, retirees, spouses and dependents are strongly encouraged to attend the fair and information sessions.

This year's new Blue Cross Blue Shield offerings include "Telehealth", a one year pilot program available July 1, providing convenient 24/7 access to quality health care via secure two way video with board-certified

physicians for non-emergency conditions such as; colds, flu, sore throats, pink eye, sinus infections and exacerbation of chronic conditions. These physicians can provide general advice, diagnose, treat, triage, and if necessary, send prescriptions directly to a nearby pharmacy.

“Complete Care for Advanced Illness” is a new and important Blue Cross Blue Shield program designed to enhance medical and behavioral health, patient-clinician communication, support high-quality compassionate care, honor individual values and preferences, encourage earlier and expanded use of hospice and improve quality-of-life for patients and families facing advanced or end of life illnesses.

As you may recall in December of 2011, the Board of Selectmen adopted M.G.L. c. 32B, §§ 21-23 to engage in the process of changing health insurance benefits. As outlined in this agreement, effective July 1, 2014, all HMO, PPO, and MEDEX III subscribers transitioned to ‘Benchmark Plans’; Blue Cross Blue Shield’s Group Insurance Commission (GIC) look likes with annual deductibles. The resulting changes are below:

- HMO - Annual deductible of \$250 for individuals, \$500 for a subscriber and one dependent or \$750 for a subscriber and more than one dependent. Deductibles do not apply to preventative services, primary/specialist office visit or prescription drug copays. There are also a hospital admission copay of \$300 or \$700 depending on the hospital, specialist office visit co-pay of \$35, high tech imaging copay of \$100, and a tier three prescription drug copay of \$50 for 30 day retail supply and \$110 for 90 day supply via mail order
- PPO - Annual deductible of \$250 for individuals, \$500 for a subscriber and one dependent or \$750 for a subscriber and more than one dependent. Deductibles do not apply to preventative services, primary/specialist office visit or prescription drug copays. There are also a hospital admission copay of \$300 or \$700 depending on the hospital, specialist office visit co-pay of \$35, high tech imaging copay of \$100, tier three prescription drug copay of \$50 for 30 day retail supply and \$110 for 90 day supply via mail order
- MEDEX – Last year’s transition from Medex III to Medex II, did not affect medical benefits, but it did reduce the Town’s related OPEB liability, and it included the following new charges; \$35 office visit annual deductible, \$25 emergency room copay, \$50 quarterly hospital admission copay. In addition, Medex II transitioned the Plan to a fully insured Blue Medicare RX Group Part D, providing coverage for the shingles vaccine at participating pharmacies, and no ‘donut hole’. Mail order prescriptions moved to CVS/Caremark and the co-payments for up to a 90 day drug supply changed to \$20/\$40/\$70.
- Managed Blue For Seniors – Currently there are still no retirees in this plan. This plan also transitioned to a fully insured Blue Medicare RX Group Part D, providing coverage for the shingles vaccine at participating pharmacies, and no ‘donut hole’. Mail order prescriptions moved to CVS/Caremark and the co-payments for up to a 90 day drug supply will change to \$20/\$40/\$70.

Please let me know if you have any questions.

Attachment:

Insurance Rate Sheet effective June 1, 2016 - [NOTE: This will be posted separately but along with the Minutes.]

LIST OF DOCUMENTS FOR 04-04-16 SELECTMEN'S MEETING (DOCUMENTS LOCATED IN THE SELECTMEN'S OFFICE FILES.

- I. *Agenda for 04-04-16 Selectmen's Meeting*
- II. *OPEN FORUM: no documents*
- III. *NEW BUSINESS:*
 - *7:01 Public Hearing – Review and Approval of Shellfish Aquaculture Applications: Coversheet with Suggested motions; Memorandum from Mr. Alan Hoban, Chair of the Shellfish Advisory Committee; Copy of published advertisement of public hearing; Peter Prime –copies of application materials for additional acreage (2 requests) and Michael George –copies of Renewal applications (2)*
 - *Announcement & Acceptance of Equipment from Duxbury Beach Reservation: Coversheet with Explanation and Suggested Motion; Copies of Receipts for equipment.*
 - *Discussion and review of proposed health insurance rates : Coversheet w/ suggested motion; 03-30-16 Memorandum from Jeannie Horne, HR Director; PPO, HMO, Life and Dental, Medex and Managed Blue Rate Charts*
 - *Discussion and review of View Easement Agreement (0 Standish ST): Coversheet with suggested motion; 03-29-16 Memorandum from Joe Grady, Conservation Admin. RE: View Easement*
 - *Discussion pertaining to Endorsement of Proposed Alterations to the Federal Navigation Project (FNP) in Duxbury Harbor by the DBMS: Memorandum from René J. Read regarding endorsement of proposed Alterations to the Federal Navigation Project (FNP) in Duxbury Harbor by the DBMS; Draft of Endorsement Letter; Public Notice filed; 02-29-16 Letter from Michael F. Keegan of Army Corps of Engineers.*
 - *Discussion pertaining to Traffic Lights at Rte. 3 -Exit 10 / Duxbury 2020: Coversheet with suggested motion; draft of letter in support of MassDOT Project No. 606002*
 - *Discussion and review of Common Victualler license application – Oropa, LLC packet of licensing application materials.*
 - *7:10 pm Water and Sewer Commissioners: Coversheet with suggested Motions; Water and Sewer Commitment (#3-FY 2016) and Memorandum from René J. Read RE water bill adjustment requests.*
 - *Call for Special State Primary Election – Tuesday, April 12, 2016: Coversheet with Suggested Motion*
 - *Arbor Day Proclamation; Coversheet with brief explanations and copy of 2016 Arbor Day Proclamation*
- IV. *TOWN MANAGER REPORT (Potential Items): no documents*
- V. *COMMITTEE APPOINTMENTS-RE-APPOINTMENTS /RESIGNATIONS: None*
- VI. *ONE-DAY LIQUOR LICENSE REQUESTS: [For each the packet included the ODLL application and other details provided about the event, results of the department feedback received, and a drafted ODLL incorporating the conditions indicated.]*
 - *04-14-16 Art Complex Museum – Student Art Opening*
- VII. *EVENT PERMITS: For each of the following events the packet included the Event Permit application and other details provided about the event, route maps, if applicable, results of the department feedback received, and a drafted Event Permit incorporating the conditions indicated.*
 - *04-30-16 Bay Farm Montessori 11th Annual 5k Run by the Bay*
 - *05-07-16 Newcomers' Club 50th Anniversary Party*
 - *06-04-16 Best Buddies Challenge*
- VIII. *MINUTES: none*
- IX. *SUGGESTED ANNOUNCEMENTS 04-04-16 Suggested Announcements.*