

BOARD OF SELECTMEN
SELECTMEN MEETING
TUESDAY, OCTOBER 23, 2012 - 7:30 P.M.
SELECTMEN MEETING ROOM

Meeting came to order at 7:30 p.m. with Selectmen Troy E. Garron, Kim R. Roy and Michael J. Schleiff present.

The following business was discussed:

PLEDGE OF ALLEGIANCE

The Board as well as those attending tonight's meeting stood to recite the Pledge of Allegiance.

SCHEDULE APPOINTMENTS

Swearing in of Fire Lieutenants & Firefighter/Paramedic

Chief Carrico began by saying that they are here this evening for the swearing in of a full time firefighter and two call firefighter lieutenants. He wanted to give a little background on the individuals and continued saying that that Richard Furlong has been working at the station as the temporary hire for about six months and now that there is an opening for a full time position he will be filling that spot as a full time Firefighter/Paramedic. William Palma and Robert Inglis have been call firefighters for a long time. Palma has been with the department since 2008 and Inglis was a call firefighter in Hanover; then transferred to the next town over for a short time; and now here. They both have successfully passed and scored well on the lieutenants examine, which was an extremely complete test and it is the Chief's pleasure to promote them to fire lieutenant and creating this lieutenant position will allow a better span of control for incidents. In closing he stated that all three men will bring so much to the table that will benefit the community and the fire department.

Town Clerk, Barbara Gaynor, swore in all three individuals and pictures were taken of them with family.

After everyone left Roy made a statement that the Cable T.V. Advisory Committee has canceled their scheduled appointment with the Board for this evening and will reschedule.

AGENDA

Schleiff wanted to add the following to tonight's agenda:

- Halloween is next week, drivers please keep an eye out for the kids be safe have fun and enjoy
- Election is coming up; voters please get out and vote.
- Veterans' Day is coming up, on behalf of the Board Schleiff wanted to thank all veterans for the sacrifices they make for our country.
- Shopping night at Our Lady of the Lake this Thursday night as well as Christmas pageant in December.
- Wishing Joe Freitas, Plympton Selectmen, a speedy recovery and suggested that the Board send him a card.

Roy also wanted to add to the agenda a discussion regarding a memo that the Board received from Chief Manoogian pertaining to the promotion of sergeants. She began by saying that a sergeant assessment center was conducted a couple weeks ago and the results from the consulting firm, Badgequest, were received this past Friday and wanted to explain how the assessment was administered. She continued to say that Civil Service oversees the process to assure that it is conducted according to the standards. When completed they take the results and add any qualifying points; such as if one of the candidates was in the department for 25 years or longer or if anyone in their career had served as an acting sergeant; they would get points then the scores get calculated.

Roy then stated how the candidates placed. Officer Theodore Benner was #1; Officer Patrick Sterling and Officer William Caprio tied for second; #4 was Officer Herbert Wiltshire and #5 was Officer Albert Hingst. She continued to say that Chief Manoogian has talked with each of the officers and after doing so is recommending that Patrolmen Benner and Patrolmen Patrick Sterling be appointed as the next sergeants. Garron asked if his recommendation is based on the recommendation of the assessment and Roy said yes. Schleiff asked if they were going to have this discussion at this time or later in the evening. Roy said they could do it now and asked if he had any questions. Schleiff said that he saw there was a tie and the criteria was it just the recommendation of.... Not any other criteria. Garron said that the chief interviewed the individuals and based on their interview and him working with these individuals this also is how he based his recommendation. Roy stated that she called Civil Service to ask what their criteria was and based on a tie situation they don't really care which one of them is chosen because you are not by passing over one to get to the other and that you need to have a clear disqualifier to by pass someone on a list.

She also asked them what other criteria have they see used i.e. whether it was seniority, performance on the job, arrest record or jobs that they do with in the department that no one else does and Civil Service said that they have seen all of those qualifying factors used and this was really based on what the chief and the Board of Selectmen felt was important so the chief did sit down and speak with William Caprio and he expressed that he would like to be third on the list and that he... so this is his recommendation... but his recommendation was not based on Caprio placing third.

Schleiff just wanted clarification on what the criteria of picking an officer was when there is a tie ... is it longevity because there is a number of different ways to look at it when there is a tie and Roy agree. He is just asking what the tie breaker was and added that he was just taken back about Caprio's comment that he is okay with being third.

Roy explained that the chief spoke with all the candidates and seeing as he one who has worked with them for a number of years and based on the criterias that he thinks his department should have sergeants, he chose the candidates that he did and in no way is this saying that William Caprio is not qualified in being a sergeant.

Schleiff asked if they had anything from the chief and both Garron and Roy said that they have a memo from him with an explanation of his choices. Schleiff then asked in the letter did he recommend them as he just wants to avoid the appearance of

Roy then read the letter out loud.

Schleiff questioned that in the chief's memo there was no mention of Officer Caprio declining the promotion. Roy stated that she had a conversation with the chief about him talking with Officer Caprio but no the chief did not mention his conversation with Caprio in the letter.

Schleiff realizes that there are a number of criterias that help determine who is the best fit for the position but was just curious as to what they were.

Roy said that they had five great officers take part in the assessment and they had two choices as to how they wanted to promote the sergeants one was the standard test, which the down fall on this would be that the test might not pertain to your particular department and sometimes you might get the best test taker and the other is to have an assessment panel. This was done in conjunction with Civil Service supervising the process to make sure it was done according to the right standards. The candidates were put through a series of test which included written assignments as well as role playing. Roy received feedback from the candidates after the testing and was told that it was pretty intense.

Garron said that one of the reasons they chose to have an assessment center was to show they were being fair and because the panel were experts in the field they were able to test the officers beyond what the Board would have administered and he is comfortable with the chief's recommendation. He continued to say that they hired the assessment center to do this so if they were are not going to go by their scoring then why hire them in the first place.

Roy stated that the Board was asked what was important to them to see in a sergeant and they laid out the format for the assessment. The assessment was based on the policies and procedures here in Halifax and the candidates were put through five or six actual scenarios to see when in certain situations if they followed the correct procedures. Therefore, you have a sergeant who is aware of the procedures in this particular police department. Roy believes in the process because it is a great way to see the overall candidate as opposed to someone who tests well.

Schleiff is not arguing about the assessment center but just wanted to know what criteria put Officer Sterling over the top as being one of them who tied for second.

Roy's impression she got from her discussion with the chief is that it was all of the things that were mentioned earlier; seniority or perhaps it may be because Officer Sterling has a couple of important jobs that he does for the department that may have played into the decision. She added the chief has worked with these men for so long hence the Board kind of has to trust his judgment on this. Schleiff said that it is not that he does not trust his judgment but would like to know ... and stated that the chief will be retiring... and possibly the sergeant might be the next chief and was wondering if this is what may have influenced his decision. Roy thinks that Sergeant Broderick feels that these two candidates were great chooses as well.

Garron said that their discussion is mute unless they want to bring all the candidates in and override the chief's recommendation, which Roy did not feel that this was necessary. Schleiff felt that it was a valid question and said that he knows that he has no vote in it but wanted to know how they arrived at this. Garron said that we would have to ask that question to the chief and suggested

that they can have a conversation with him before the Board's next meeting to ask him. Schleiff stated that was not necessary and said that it is not that he is not satisfied he just wants clarification is it that one guy has only been on the force for this long or this one has taken on additional duties. Just wants to be clear on this to make sure we are hitting in the right path because they are going to be going through this again for the police chief and that is why he is asking these questions and added that maybe they should have had the criteria before the numbers came back instead of... I like... you like... we like... or that he got in because of x,y,z. and he knows you hear that in every town but the more we can take out of the equation the better system we will have here in town. Roy agrees but said you are going to hear that no matter what.

Garron stated who knew there would be a tie and they have to rely on someone who has worked with the individual for years, has seen them in action and who understands personalities within the department. Even if we had the officers come before the Board and interview them in the end will still relay on the chief's opinion whether we chose them or not.

Roy asked Garron if he wanted Officer Benner and Sterling to come in to meet with the Board so the people can see the new sergeants. Garron said that he would like to meet with them to convey his expectations that he has for them carrying out their jobs.

The Board decided to meet with the officers being promoted to sergeants on the night they are sworn in. Roy will check with the chief on a date for the swearing in.

With the above additions, the agenda for Tuesday, October 23rd, was unanimously approved.

SCHEDULE APPOINTMENTS (CONTINUED)

Mass Memories Road Show

No one per say came in this evening to talk about this but Roy wanted to get as much advertisement out as possible. Roy wanted to say that residents of Halifax are invited to become a part of Massachusetts history by sharing their photos and stories with a state-wide archive of local history. This will take place on November 10th in the All Purpose Room at the Elementary School from 10 am to 3 pm. Residents can select up to three family or community photos, which will be returned to you that day, and bring them to be scanned and shared. Roy continued to say that this day is about community and sharing your stories with each other as well as sharing with the other Massachusetts communities as UMass is going to try and get the 351 communities here in Massachusetts to take part in this.

MINUTES

Moved by Schleiff and seconded by Garron, the Board approved the following Selectmen Minutes:

Regular Session – October 9, 2012

Executive Session – October 9, 2012

AFFIRMED COMMITMENTS AND WARRANTS

Moved by Schleiff and seconded by Garron, the Board unanimously affirmed approval for the payment of the following commitments and warrants:

Withholding Warrant	# 30	\$ 124,451.12
Vendor Warrant	# 31	\$ 1,154,168.13
Ambulance Commitment	# 9B	\$ 14,432.29

APPROVED COMMITMENTS AND WARRANTS

Moved by Schleiff and seconded by Garron, the Board unanimously approved payment of the following commitments and warrants with the exception of Schleiff abstaining from the Police Department payroll in warrant #32:

Payroll Warrant	# 32	\$ 330,311.32
Vendor warrant	# 33	\$ 190,622.26
Withholding Warrant	# 34	\$ 125,614.68

Moved by Schleiff and seconded by Garron, the Board unanimously approved payment of the following Selectmen bills:

Gilman & Associates (legal services/September).....	\$ 46.25
Matthew Bender & co., Inc. (MA Laws books).....	\$ 318.01
Delta Medical Supply Group, Inc. (nitrix gloves/police dept.)...	\$ 88.40

The Board acknowledged payment of the Selectmen Office Payroll for the period ending October 20, 2012 in the amount of \$5,988.02.

The Board acknowledged payment to the Treasurer for the following turnovers:

<u>TURNOVER</u>	<u>AMOUNT</u>
2013-26	\$ 10.00
2013-27	\$ 125.00
2013-28	\$ 250.00

GENERAL MAIL / DISCUSSIONS

Beautification Committee

At this time the chair of the Beautification Committee is unable to oversee this committee due to health issues and the other members do not want to do so. Seelig’s guess is that the committee will need new members if they would like to undertake any projects in the future. The Board asked that if anyone was interested in joining the committee to please come forward and explained that the committee helps maintain the islands throughout town and they come up with ideas on beatifying the town. Garron had a fundraising suggestion which was to sell t-shirts for those who may pass through town and said that maybe they could be sold at the Halifax Museum as people come to the museum. He suggested that maybe the t-shirts could say “Halifax the heart of Plymouth County”.

SCHEDULE APPOINTMENTS (CONTINUED)**Halifax in Lights Committee**

Shannon Hadorn, member of the committee, wanted to come in this evening to plead for more help for the Fourth of July event. At this time they have a couple of people helping out but they are in need more and are down to three members (committee can have up to seven members). On November 9th at BR's Monponsett they are having a "ladies night out" where vendor tables will be set up to purchase goods and services. They also have some fundraising events for 2013 such as a tentative wine and beer tasting in April and she was thinking about having a family game there at Bella's, who has kindly donated their building but again mentioned that they need people to help out. Roy suggested a *trivia night* as she has been to one and said it was a lot of fun. Ms. Hadorn said that she is looking for fresh ideas as she does not want to steal or duplicate other organizations. Roy then voiced to the audience that anyone who has extra time to please come out and Garron added that ideas for fundraising are also welcomed. Roy thanked Hadorn for coming in.

GENERAL MAIL / DISCUSSIONS (CONTINUED)CORI Policy

Seelig has provided the Board with a model CORI policy for them to review and has recommended that they approve a CORI policy. The Board will vote on this at their November 13th meeting.

Election Warrant

Moved by Garron and seconded by Schleiff, the Board unanimously voted to sign the election warrants.

Revolving Fund for solar Projects

Seelig wanted to let the Board know that he intends to set up a meeting between the BOS and the Board of Assessors at their next meeting on November 13th to discuss the possible approval of a new revolving fund for solar projects.

Ambulance Abatements

Moved by Garron and seconded by Schleiff, the Board unanimously voted to abate the following amount from the Ambulance Account:

September 2012	FOR	\$ 7,513.03
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Response to Auto Accident

Roy wanted to respond to a letter dated October 7th that was sent to the Board in regards to an automobile accident on October 6th; hence a letter was drafted for the Board to review and if agreed upon would sent to the individual. Schleiff was a little confused as there was no discussion at the Board's last meeting on October 9th to write a letter and thought that it was out of sequence. Roy thought that seeing as the letter was sent to the Board they should act on it and send a letter to the individual. Garron did not see a problem with the letter but stated that the fire chief is a *strong chief* and seeing as he has addresssed the family and the Board

stated they were sorry at their last meeting, he felt that they should not go any further. Schleiff agreed with Garron and Roy was fine with not sending the letter.

South Coastal Legal Services Contract

Moved by Garron and seconded by Schleiff, the Board unanimously voted to sign on behalf of the Town the FY2013 contract with South Coastal Legal Services.

Winter Parking Ban

Ed Doherty has sent an email to the office asking the Board who is responsible for the enforcement of the parking ban and felt that it is not the police department because he was told by the police chief that they have “better things to do”. In response Garron suggested that they speak to the chief because he thought it fell within our law enforcement. Schleiff said that he has spoken with the police chief and he is thinking about putting some paperwork forward for just “emergency only” because of this exact reason. Garron wants to make sure there is a policy written and added that if you were to enforce the law lots of tickets would be issued as there are areas in town where residents might have two or three cars and there is not enough room in their driveways for them therefore requiring them to park in the street. Garron then asked how the Board should respond to Mr. Doherty’s email and Schleiff stated to wait for the chief’s input.

Donelson Scholarship

The Board was asked if they would like start awarding this scholarship and if so would they like to award it with the principal amount or the interest and how much would they like to award. Garron asked what was the stipulation when the scholarship was set up about awarding the scholarship. Roy suggested checking with Seelig to see if the intention was to use the interest earned or the principal? Schleiff suggested putting the money in a CD to earn more interest if the rates were good at this time.

Autumn Lane

A letter was sent out to Autumn Lane residents regarding the recent correspondence from Community Bank. Resident, John Drolette, responded by stating that he still disappointed that that this street is still not finished. Garron understands his frustration and Schleiff added that there is a foundation started on the property that Jake Development owns in Foxboro so let’s hope that progress continues on it where he can sell the home and use the proceeds from it to finish Autumn Lane.

Surplus Equipment Procedure

Seelig has put together procedures regarding surplus equipment and real estate for the Board to review. Schleiff stated that he has glanced at it and thought there needs to be some tweaking but if Roy and Garron wanted to vote on it tonight it was okay with him. Garron mentioned that a policy should be in place for when we do get vehicles. The Board decided that it be put on the agenda for November 13th and that they will vote on it then.

Insurance Claim – Manganiello

A claim for an injury at HOPS playground that occurred in April was submitted to the Town's insurer. The claim has been reviewed by an adjuster and has been rejected.

Closing of the Concession Stand

Gerry Elliot, Director of Building Maintenance, has sent a memo to the Board and Youth and Recreation stating that on November 13, 2012 they will be winterizing the snack shed. This includes water being shut off, pipes drained and hot water heater removed and put in storage.

Dog Waste on the playing fields

At the Board's last meeting the question was brought up asking if there were any regulations concerning dog waste on public property due to a resident concern about animal waste at the fields behind the school. The Board of Health approved regulations on animal waste about ten years ago but the challenging part is enforcing it. At this time there is signage at the HOPS playground and by the road next to the tennis courts. Seelig recommended that more signage could be placed by the amphitheatre and on the paved path along the side of the tennis courts but if this does not work then the Board would have to address this matter further.

Roy also brought up the issue of people using the track behind the school during school hours and asked if signs should be put up stating that during school hours no one should be behind the school. Garron and Schleiff both were in agreement that signage should be put up stating that but then that brings up the next question as to who pays for it. Schleiff suggested that maybe the regulations regarding animal waste that was approved by the BOH be given to dog owners when licensing their dogs. The office will check with the Town Clerk to see if she is okay with handing the regulations out.

Aldana Road

The office received a call from Joannie Barnicoat, resident of Aldana Road, asking for a probable date as to when the grading of the road will be done. At this time the grader is being repaired therefore the Highway Department could not give an exact date but it is on their list of work to be done this fall. Ms. Barnicoat has asked if one of the selectmen could contact her with a date as to when the work will be done. Garron stated that the only one who can give her that date is the Highway Surveyor and suggested that the office could call down to Highway and asked for a date and get back to the resident. He also would like the Board be notified when it is done.

Lease - Country Club of Halifax

A correct lease has been dropped of at the office from Halifax Country Club. The office is still waiting on paperwork for the change of directors/officers. When this does come in Seelig will recommend to the Board that they rescind the suspension of their license.

Chapter 90 – Final Report

Moved by Garron and seconded by Schleiff, the Board unanimously voted to sign the Chapter 90 – Final Report for the reclaim & resurface roadway on South Street.

Taxable Income on Clothing Allowance & Personal Use of Vehicles

Some staff members here at the Town Hall had recently attended a workshop on operations with the U.S. Internal Revenue Service. At this workshop there was a discussion on what fringe benefits are considered to taxable income. Two topics that were part of the discussion were clothing allowance and personal use of vehicles. Both will be discussed at the Board's next meeting on November 13th. Schleiff questioned if mileage would be paid by the town or will employees be writing it off.

Release of Executive Session Minutes

Seelig has reviewed a spreadsheet that has been compiled of the 2012 Executive Session minutes and has given his recommendation on which sessions can be released as of this time. The Board has also been given this spreadsheet and has been asked to review it and give their recommendation. The list will be reviewed at the Board's meeting on November 13th.

2013 Recycling Fee Abatements

The Board took the following actions for FY2013 recycling abatements:

In-law Exists But Is Not Used

Moved by Garron and seconded by Schleiff, the Board unanimously voted to abate \$35 from Bill #335 on the basis that the in-law apartment at this address is no longer used. Confirmation has been provided from the Building Inspector that the in-law apartment has been dismantled and is no longer in use by the property owner.

Do Not Use The Service

Moved by Garron and seconded by Schleiff, the Board unanimously voted not to grant an abatement for Bill #2266 on the basis that there is no abatement for residents who (a) contract private haulers, (b) use private haulers or (c) do not use the town's recycling program. If the resident can show they have contracted a private recycling hauler whose program is equal to the Town of Halifax and for which they have paid that hauler through the end of the current fiscal year then Board will reconsider the request.

Seasonal Home – Proof Provided

Moved by Garron and seconded by Schleiff, the Board unanimously voted to abate \$17.50 from Bill #994 and #995 on the basis that it is a seasonal home and the owners have provided proof that the house is shut down for six months or more.

System Error

Moved by Garron and seconded by Schleiff, the Board unanimously voted to abate \$35 from Bill #136 on the basis of a system error in which the property was billed as having two living units. Confirmation has been provided from the Building Inspector that the accessory building located at the rear of the main house is not being used as an apartment.

Tabled Request

Request for Bill #2071 was tabled so the office could research any previous abatements that were presented for this property and it will be revisit at the Board's next meeting.

Bond Release – 415 South Street

Moved by Garron and seconded by Schleiff, the Board unanimously voted to release bond #105691180 in the amount of \$5,000 to Columbia Gas of Massachusetts that was being held in connection with Permit #2012-32.

Road Cut – 87 Holmes Street

Moved by Garron and seconded by Schleiff, the Board unanimously approved Permit #2013-34 issued to Columbia Gas of Massachusetts for a 3' x 25'± road cut to install new service at 87 Holmes Street.

Town Owned Vehicle Use Policy

This discussion has been tabled to a later date as Schleiff has been working on this with the department and a policy has yet to be developed.

Donations Bins

This discussion was tabled for a later date. Garron did want to say that he does not have a problem with the bins but would like the name of the organization and phone number on them and does not just saying *clothing and shoes*. He also wanted to say that before any bins are placed that the organization that is placing it needs to go through the Board of Selectmen first for approval. Schleiff mentioned that there was an incident in East Bridgewater where there was person taking clothing from a bin and it tied up an officer for thirty minutes and stated this is something that could very well happen here if bins were placed throughout Halifax.

MEETING ADJOURNED

There being no further business, moved by Garron and seconded by Schleiff, the Board unanimously voted to adjourn the meeting at 9:30 p.m.

Michael J. Schleiff
Clerk

/pjm