

BOARD OF SELECTMEN
SELECTMEN MEETING
TUESDAY, OCTOBER 26, 2010 - 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:

AGENDA

The Agenda for Tuesday, October 26th, was unanimously approved without revision. Schleiff did mention for everyone to be safe on Halloween.

MINUTES

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

Selectmen Meeting 9-14-10 - Regular Session

Selectmen Meeting 8-24-10 - Executive Session

Selectmen Meeting 9-14-10 - Executive Session

Selectmen Meeting 9-28-10 - Executive Session

ABATEMENTS/BILLS/COMMITMENTS/WARRANTS

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

Vendor Warrant	#33	\$ 79,903.06
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Moved by Roy and seconded by Schleiff, Board unanimously affirmed approval for the payment of the following Selectmen bill dated October 15, 2010:

Zurich North America (renewal - storage tank @ Highway)... \$ 871.00

Moved by Roy and seconded by Schleiff, Board unanimously approved payment of the following warrants:

Payroll Warrant	#34	\$ 319,541.43
Vendor Warrant	#35	\$ 181,862.29

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

W.B. Mason (ink – stamps)	\$ 8.66
MMA (2011 annual meeting & trade show – K. Roy)	\$ 185.00
Halifax Postmaster (stamps - .17 qty 20)	\$ 3.40
National Grid (billing period 9/17 to 10/15)	\$ 777.53
Deutsch Williams Brooks (services - Sept.)	\$ 893.68

The Board acknowledged payment of the Selectmen Office Payroll for the period ending October 23, 2010 in the amount of \$ 5,803.09.

The Board acknowledged payments to Treasurer for the following turnover:

<u>TURNOVER</u>	<u>AMOUNT</u>
2011-25	\$ 40.00

GENERAL MAIL / BUSINESS

A. Fiscal Year 2010 Audit

Seeing that the Treasurer/Collector and the Accountant have gone through at least twelve months of work and a complete fiscal year, Seelig would like permission from the Board to ask the auditors if he could review the tasks that the Collector and Treasurer are assigned, confirm that they have been done, and if any problems were determined what actions are needed to correct these problems.

B. Burrage Pond

Senator Kennedy has asked if the Town of Halifax would like the money or the land regarding the sale of Burrage Pond. Seelig told the Board that the Board of Assessors are in favor of getting the money as opposed to the land and to keep in mind that an assessment (cost approx. \$2,000) on the property if they were in agreement of the land. Schleiff had asked if we took the land could we turn around and sell it because it could be worth more than what we are going to be getting (\$250,000). Garron said that it is not the cheapness but the agreement was for the Town to get \$250,000. Garron added that he would like to see the money and not develop it and Roy agreed with Garron. Schleiff is interested in seeing what the value of the land is and Garron suggested that we ask the Assessor what that figure is. Roy said that if the Board of Assessors preferred the money they maybe they know that its not worth more than \$250,000 and asked if we really want to spend two thousand dollars for an appraisal that may come in under \$250, 000.

Moved by Garron and seconded by Schleiff, Board unanimously voted to send a letter to the Assessor to investigate what the value of the land is at this time.

C. Snow Removal on Sidewalks

With the Boards permission, Seelig would like to talk with Town Counsel to ask if there is any case law or a guide concerning whether, in an accepted right-of-way, who has responsibility to remove snow from sidewalks. Also the same question exists, to some extent, concerning unaccepted streets. The Board was in favor of Seelig conferring with Town Counsel.

D. Dog Officer

There have been approximately four hundred and twenty calls over the last year in half or so pertaining to dog related calls and at this time the Police Officers have been responding to these calls because we do not have an Animal Control Officer. We are in need of one and a couple of people are interested in the position.

At this time the Animal Control Officer is budgeted in for twenty hours per week. A suggestion was brought up as to whether we should pay on an hourly base or twenty hours per week. Roy had asked if this needs to go before Wage and Personnel first and Seelig said that it did not. Roy questioned as to why go with an hourly rate when they seem to getting a lot of calls and this could cost the town money and Schleiff suggested why not try providing the service on an on call basis.

Garron said that this was one of the positions we thought we could take care of if or when we regionalized by there does not seem to be any town interested in sharing a dog officer. Schleiff had asked if the Police Officers get a stipend for it and it was said no they don't and that it is built into their wage package. The Officers will continue to receive this money because in the Animal Control Officer's absence they will need to respond.

Seelig suggested that the Board could ask the Chief to compile how many calls come in on a three or sixth month basis.

Karen Fava had asked if the ACO needs to attend any civil citations and it was said yes they do and if the Board had a dog hearing then they also would need to attend and the required attendance to both could eat up the hours allotted. Roy does not feel comfortable in making a decision without looking into it further and would like to see the call volume. Schleiff was comfortable in limiting it to the twenty hours seeing as it has already been budgeted. Garron had asked Seelig to give the Police Chief a call and present to him what was discussed and the Chief and one of the

Officers could either come in to see the Board or give us something in writing regarding the call volume.

SCHEDULED APPOINTMENTS

Master Plan Committee

Members of the Master Plan Committee, Keith Hopkins, Eleanor Lyons and Elaine Dolan came in to submit and discuss their final report for the town's master plan. In July 2008 the Master Plan Committee was appointed by the Selectmen to review the 2002 Town of Halifax Master Plan. This plan was a little outdated but it gave the committee a starting point and the purpose of the plan is to provide the Town of Halifax with goals and information to enable us to move forward. Research over the past two years has indicated that many improvements have been made and the town is slowly moving in the right direction. The committee has tried very hard to meet with the other Boards and Committees as to what they wanted to see in a master plan and doing so has been positive. The Committee worked very hard and they are proud of what they have accomplished.

Due to the complexity involved with the execution of a Master Plan a short term use of a Town of Planner was recommended to make addendums and additions to the plan. The Planning Board is responsible for the plan itself and the Master Plan Committee is suggesting that planner meet with everyone who may be interested in changes to go over them. Listed below are suggestions and statements that were brought up at the meeting:

Economic Planning

- Create a small village setting in the area that currently houses the Jordan Center allowing the residents to use the crosswalks and sidewalks to safely walk among the town buildings in and across Route 106. This will build our historic center and connect visitors and residents to take part in community functions.

Housing & Community Building

- Begin an affordable Housing Trust to take a look at the town owned property that could be used for affordable housing.
- Start the development of a Town wide committee to discuss problem areas and improvements and include one member from each of the boards and committee as well as library, school, fire, police, COA and church groups.
- Develop parks fro after school play.
- Installation of sewerage around the lakes and business areas to create increased housing values around the lakes as well as save our waterways from pollution.
- Review Town By-laws to encourage more development within the character of the town.
- Approve the Inclusionary Zoning Bylaw (has been submitted to the Selectmen/Town Counsel).

Asset Utilization & Preservation

- Fully develop the Town's website so residents can have access to meeting schedules, board and Committees information, tax, permits, licenses, and links to all other off-site office and buildings.
- Celebrate what the Town has to offer: historically, agriculturally, business, education, our nature's bounty, and natural recreation.
- Utilize the 1800 acres of open land available through Natural Resources of Wildlife and Fisheries.
- Utilized our historic district.
- Adopt the community Preservation Act when possible.

Garron had asked if the Board as well as the Master Plan Committee if they should have a joint meeting with the Planning Board. Lyons said that she would have no problem in presenting it to the Planning Board. Hopkins said he would be willing to come back and have a joint meeting with them. Garron noted to give the Board some time to look over the report and a joint meeting will be scheduled at a later date and the Board will get back to the Master Plan Committee. Garron, as well as the other Boards members, thanked them for their hard work.

Website Committee Applicant – Noelle Walden

Noelle Walden filled out a talent bank form stating she was interested in joining the Website Committee. The Board asked her why this committee and she went on to say that at this time she is trying to involved and have designed three of her own websites and is quite knowledgeable about web design and is interested in helping with the Town's. She has been on our website and feels that it needs some color and updating. Schleiff stated that her talent bank form look great and thanked her for coming forward.

Keith McElman, who is currently on the committee was present and wanted the Board as well as Walden to know that the committee has been meeting once a month and is working on making it look nice. He added that the committee consists of a knowledgeable crew.

Garron also said that the Town's website might be an avenue to let the public know what is going on here in town and asked McElman if they and any deadlines or points they are gearing towards. McElman said no not yet and that they need to come up with content management system for each department then take it from there and pull it together.

Moved by Garron and seconded by Schleiff, Board unanimously appointed Noelle Walden of 103 Cranberry Drive to the Website Committee with a term to expire June 30, 2011.

ADA Committee

At the time this Committee was formed there were six volunteers but have dwindled down to just two, Elaine Dolan and Richard Phillips, both who still play an active roll when needed. Over the years Dolan has gotten phone calls with

questions, have researched for the answers and responded back to the person. Years ago the Committee worked on getting handicapped sidewalks here in town and continues working with the residents helping them with any problems they may have. The Committee is limited as to what they can do but have addressed things that were wrong and the problems were fixed but due to not having money some things cannot get fixed. Dolan went on to say that there are agents here in town such as, Highway, Police, Fire, Building Inspector, who now check to make sure things are up to code and Seelig added that he hopes that any new buildings that come in are ADA compliance.

Her feeling is that the ADA Committee is needed to review issues and would like more volunteers to come forward and give the two remaining members a break. Dolan added that she would still be happy to help with letters of support.

Garron did not want to disband this Committee and made a plea for residents to come forward so that these two remaining volunteers can have a rest.

GENERAL MAIL / BUSINESS (CONTINUED)

E. Lloyd Wright Property

All Boards and Committees have been notified about this Lloyd Wright Sr. property and the only department who has shown any interest is the Board of Health (to be used as open space). Seelig has asked the Board if they would like to ask Mr. Wright for a price or meet with him (he lives in Virginia). Garron said that with money being so bleak he has no intention of purchasing the land. Schleiff would like to hear from Conservation.

F. Fuel Storage Permit – Halifax Country Club

Hearing for Halifax Country Club is set for November 9th. The owners were notified by certified mail and the green card has been returned. As of this time they have not contacted the Town Clerk's office and not set up a payment plan with the Town Collector's office.

G. Parking Ban

For the Boards information as well as the publics, Seelig mentioned that the annual overnight parking ban notice will be going out. This parking ban is in effect from November 1st to March 31st.

H. Governmental Study Committee

A formal vote was never taken on June 8, 2010 dissolving the Governmental Study Committee therefore this vote needs to taken.

Moved by Roy and seconded by Schleiff, Board unanimously voted to dissolve the Governmental Study Committee, effective June 8, 2010.

I. Town Government Study Committee

A formal vote was never taken on June 8, 2010 to establish the Town Government Study Committee therefore this vote needs to be taken.

Moved by Garron and seconded by Roy, Board unanimously voted to establish the Town Government Study Committee consisting of 5 citizens at large who (a) must be registered voters, (b) cannot be a town employee or a relative of a town employee, and (c) cannot sit on any Board or Committee; initial terms to expire June 30, 2011 with staggering terms of one, two and three years thereafter; and to appoint Robert Hughes to the Committee and designate him as Chairman pro tem, effective June 8, 2010.

J. Beautification Committee

At the Board's last meeting three individuals we appointed to the Beautification Committee with terms as "open", because of the Town's by-laws the terms need to be voted as one year terms.

Moved by Garron and seconded by Schleiff, Board unanimously revoted the terms for Beautification Committee applicants Robin Bellinger, Robin Holzworth-Gilpatrick and Scott Gilpatrick all three having terms to expire June 30, 2011.

SCHEDULED APPOINTMENTS (CONTINUED)

Fire Department Study Committee – Chief Carrico & Bob Hughes

Fire Chief Carrico and Town Government Study Committee member, Bob Hughes came in to talk about establishing a Fire Department Study Committee. They are suggesting a five member committee consisting of: one (1) member from Board of Selectmen, one (1) member from the Finance Committee, one (1) member of Wage and Personnel, Fire Chief Carrico and Bob Hughes. Hughes does realize that he is on the Town Government Study Committee and one of the stipulations is if on that Committee you cannot sit on another Committee but at this time there are no volunteers who have expressed interest in joining the Town Government Study Committee therefore no meetings or votes have taken place since it was established this past June.

The reason for this study is because of the problems with call backs and to look at the budgetary issue on training cost. As stated by Schleiff the problem with call backs has been going on for a bit. About five years ago the Town went to twenty four hour coverage and since then no one has taken a look at how it has been working and a suggestion was made that we review it. Roy felt that it has worked since voted in but things have changed in the last five years and maybe we need to take a couple of things into consideration such as:

- the age of the residents,
- has the town grown,
- do we expand the staff.

Garron said that maybe the employees need to be motivated in order to keep them and if this study can help them find this out then establishing it is good. Through experience he has seen that historically you train individuals and they leave to go to another town to work.

Chief Carrico would like to look at the call force to improve retention. Call volume has increased since 2004 and maybe adding to the staff will help deal with the increase. You could hire new people to maybe rejuvenate the others on staff but he can't force them to go to a call or discipline for not going to one. If the money is not given they will not go to the calls. Wage and personnel suggested getting them trained and mentoring the guys to want to advance in the department. Carrico said that you need to find that one person who is committed see what motivates him to stay.

Carrico is trying to alleviate friction within the department. He has one full time staff and one part time staff. He realizes that there will always be tension between the both but it is his job to smooth this out and see that each group is treated equally. A couple changes he is doing is that everyone will have the same uniform. Also when a *new firefighter* is in his probation stage of employment he will have a yellow helmet and once fully trained will get a black one like the rest of the *full* and *part time firefighters*. He feels that the issues are personal ones and have nothing to do with the Chief himself. The Chief wanted to make it clear that someone will be responding to a call whether it is someone from Halifax or mutual aid. Garron did point out that if mutual aid comes to Halifax it is leaving that town in jeopardy if a call comes in for that Fire Department.

Moved by Garron and seconded by Roy, Board unanimously re- established the Fire Department Study Committee consisting of 5 members; one (1) member from Board of Selectmen, one (1) member from the Finance Committee, one (1) member of Wage and Personnel, Fire Chief Carrico and Robert Hughes with terms for all 5 members to expire June 30, 2012.

GENERAL MAIL / BUSINESS (CONTINUED)

K. Massachusetts Cultural Council Signature Authority

Moved by Garron and seconded by Roy, Board unanimously authorized Charles Seelig to sign, on behalf of the Town, the contract for the transfer of FY2011 Local Cultural Council funds from Massachusetts Cultural Council to the account for the Halifax Cultural Council.

L. Regional Solid Waste Management Forum

The Bourne Board of Selectmen will be holding a regional solid waste management forum on November 17th at the Upper Cape Regional Technical School. The forum is to look at possibilities, other than SEMASS, for the disposal of waste. The Finance Committee, Highway/Recycling and Board of Health also have been invited.

M. Thank You Note from Ed Gavin – Arrowhead Path

Ed Gavin submitted a letter to the Board thanking them for taking care of the overgrown grass problem at Arrowhead Path. The property owner was contacted and had a landscaper take care of all areas of concern in the entire development.

N. Chapter 40B- Question 2

The Zoning Board of Appeals could not come to a consensus, pro or con, concerning Question 2 and did not want to offer any comments or opinions regarding this question.

O. Verizon Permits / Work Orders

The Police Chief has asked that the Board not approve any permits for Verizon until all past bills for police details are paid. Seelig said that would be fine, except that it has been some time since Verizon has come in for a permit (usually it is a pole hearing) and said that if they wanted help in contacting Verizon, that they could forward him the contact information.

P. Clawson / Harmon

Jennifer “Bobbie” Harmon had called the office earlier this week to say that Clawson’s trees have fallen on her dog kennel (due to his earth moving work/berm). She did not ask for any action to be taken just wanted the office aware of what has happened. Mary Guiney and Seelig have visited the Clawson property (end of last week) and a fair amount of work has been done in and around wetlands without permits. The Conservation Commission is proceeding on this matter.

Q. 2010 Recycling Fee Abatements

The Board considered the abatements by category and voted its decision based on bill number rather than property address so as to not publicize those homes that are vacant for all or part of the year. Following is the action taken:

VACANT HOME

Moved by Garron and seconded by Roy, Board unanimously voted not to grant an abatement for Bill #761 on the basis such homes are subject to all required fees and taxes including the recycling fee and may be inhabited at any time.

DO NOT USE SERVICE

Moved by Roy and seconded by Schleiff, Board unanimously voted not to grant an abatement for Bill #107, #2276 and #1944 on the basis that no abatement for residents who (a) contract private haulers, (b) use private haulers or (c) do not use the town's recycling program, unless that 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.

IN-LAW APARTMENTS

Moved by Garron and seconded by Schleiff, Board unanimously voted to abate \$40 from Bill #1770, #2364, #33, #54, #2243, #1529, #136 and #348 on the basis that the Board has been informed that the in-law apartment was never built or no longer exists and verification from the Building Inspector was submitted stating that the in-law apartment was never built or no longer exists.

IN-LAW EXISTS BUT IS NOT USED

Moved by Garron and seconded by Schleiff, Board unanimously voted not to abate \$40 from Bill #2418 on the basis that the in-law apartment at this address is no longer used. If owner can provide verification by the Building Inspector that the in-law apartment is no longer used, has been dismantled somehow and the special permit granted for the in-law apartment has been surrendered, the Board will reconsider the request.

LOW INCOME

Moved by Garron and seconded by Roy, Board unanimously voted not to grant an abatement for Bill #1076 and #1623 on the basis there is no abatement for fixed or low-income residents.

VACANT LOT

Moved by Garron and seconded by Schleiff, Board unanimously voted to grant an abatement for Bill #2437 on the basis there is an abatement for vacant lots upon which there are no dwellings.

PRIVATE RECYCLING

Moved by Garron and seconded by Schleiff, Board unanimously voted to grant an abatement for Bill #2338 on the basis that the homeowner is authorized to use another recycling facility. Written proof was provided from the private facility stating that the homeowner is allowed to use the facility.

SYSTEM ERROR

Due to a system error Bill #185 was incorrectly created for personal property. As per verbal instructions from Suzan Duggan, Principal Assessor, this bill should be abated.

Moved by Garron and seconded by Roy, Board voted as follows to grant an abatement for Bill #185 on the basis of a system error:

Troy E. Garron - Yes
Kim R. Roy - Yes
Michael J. Schleiff - abstained

Vote passed by a 2/3 vote.

SEASONAL HOME – PROOF PROVIDED

Moved by Roy and seconded by Garron, Board unanimously voted to abate \$20 from Bill #1400, #2256, and #522 on the basis it is a seasonal home and the owner provided proof that the house is shut down for six months or more.

Bill #1761, #118, #2369 and #981 were all billed as having two units; however, the homeowners are disputing the two unit classification.

Moved by Garron and seconded by Roy, Board unanimously voted to postpone action to abate Bill #1761, #118, #2369 and #981 until such time that inspections can be done by Tom Millias, the Building Inspector, to clarify whether these properties are one or two units.

Moved by Garron and seconded by Schleiff, Board unanimously voted to postpone action to abate Bill #621 on the basis that the property is vacant and has been foreclosed on. The Selectmen's Office will check with the Water Department and utility company to see if there has been any usage for the past year.

EXECUTIVE SESSION

Moved by Garron and seconded by Roy, Board voted as follows to enter into Executive Session at 9:40 p.m. to discuss collective bargaining:

Troy E. Garron - Yes
Kim R. Roy - Yes
Michael J. Schleiff - Yes

Garron announced that no statement would be made at the end of the Executive Session and the Board would not reconvene in open session.

Moved by Garron and seconded by Schleiff, Board voted as follows to come out of Executive Session at 10:25 p.m.

Troy E. Garron	-	Yes
Kim R. Roy	-	Yes
Michael J. Schleiff	-	Yes

There being no further business, moved by Roy and seconded by Garron, Board unanimously voted to adjourn the meeting at 10:25 p.m.

Kim R. Roy
Clerk
/pjm