

BOARD OF SELECTMEN
MEETING MINUTES

August 29, 2012

Approved on September 19th, 2012

ORLEANS TOWN CLERK
K. Kelly, ASSE
'12 OCT 9 2:50PM

A meeting of the Orleans Board of Selectmen was held on Wednesday, August 29, 2012 in the Nauset Room of the Town Hall. Present were Chairman Jon R. Fuller, Vice-Chairman Sims McGrath Jr., Clerk Susan B. Christie, Selectman David M. Dunford, Selectman John Hodgson III, Town Administrator John Kelly and Assistant Town Administrator Myra Suchenicz.

Chairman Fuller called the meeting to order at 6:30 PM., and asked for a moment of silence in memory of Walter Bennett, a long-time Finance Committee member who had passed away on Tuesday.

Vote to approve hiring full-time Firefighter/EMT to fill vacant position (00:03:45)

Mr. Kelly noted that available funding for the position had been determined by the date of Captain Clayton Reynard's retirement.

Deputy Chief Tony Pike informed the Board that there were two highly qualified candidates for the full-time position.

On a motion by Mr. McGrath, seconded by Mr. Dunford, the Board voted to approve the hiring of a full-time firefighter. The vote was 5-0-0.

Vote to appoint Annual Election Officials – Republican, Democrat and Unenrolled (00:04:08)

Mr. Kelly informed the Board that the deadline for the Selectmen's vote had been August 15; however, Town Counsel has confirmed that the Board of Registrars has the subsequent authority to vote to appoint the election officials.

Mr. Fuller requested that the annual appointment of election officials be placed on the Selectmen's agenda planning calendar.

Annual Review of Board of Selectmen Policies

1. Approval of policies revised August 8, 2012 (00:06:30)

- A-1 Board of Selectmen FY13 Goals
- A-2 Board of Selectmen Organization
- A-3 Board of Selectmen Meeting Agendas
- A-4 Public Comment
- A-5 Board of Selectmen Minutes
- B-1 Timing of Board/Committee Appointments

Mr. McGrath asked that the phrase "on the agenda" be added after the word "matters" in the third paragraph of policy A-3. He also reiterated his objection to the previous revision of policy A-2.

On a motion by Mr. Dunford, seconded by Mr. Hodgson, the Board voted to approve policies A-1, A-2, A-3, A-4, A-5 and B-1, with a minor amendment to A-3 to add the phrase "on the agenda" after the word "matters." The vote was 4-0-1, with Mr. McGrath abstaining.

B-2 Service on Appointed Town Committees

Alan McClennen, Chairman of the Open Space Committee, provided the Board with information regarding the history and role of the Committee, noted that its function was to serve as an agent of the Board of Selectmen, and suggested that it be removed from the list of regulatory committees in the Board's policy.

The Board discussed the relationship of the Open Space Committee to the Conservation Commission and Planning Board. As the Committee was created by Town Meeting, pre-dates the Charter, and is represented on the Community Preservation Committee, it could be perceived as regulatory, and has a significant role in the Town.

Mr. McGrath suggested that there be two policies, one for length of service on appointed town committees and the other for service on regulatory boards, including the Open Space Committee due to its strengths and influences which the other advisory committees do not have. Mr. Hodgson suggested that the names of the committees be used instead of the term "regulatory," and Mr. McGrath proposed the substitution of the word "certain."

On a motion by Mr. McGrath, seconded by Ms. Christie, the Board voted to create two policies, one for length of service and one for service on certain boards and committees. The vote was 5-0-0.

2. Discussion of remaining policies listed for review (00:29:35)

C-3 Intermunicipal Agreements

The Board asked the Town Administrator to confirm the Town Charter citations in the policy.

D-1 Banners

The Board discussed the safety of volunteers who were allowed to hang banners as outlined in the policy.

On a motion by Mr. McGrath, seconded by Mr. Dunford, the Board voted to add the following to Item 6 under Rules and Regulations: “and provide a certificate of insurance naming the Town as an additional insured.” The vote was 5-0-0.

D-4 Conservation Restrictions

The Board requested that the policy be revised to accommodate updates to the Orleans Comprehensive Plan and the Five Year Conservation, Recreation and Open Space Plan.

E-5 Free Cash

The Board discussed the intention of the policy, which was initially adopted in 2011, and whether the language in the second paragraph of the policy document was correct in indicating that the Selectmen would recommend an appropriation of .5% for other post employee benefits (OPEB) every year.

Mr. Dunford noted that he had understood that this appropriation would be evaluated on a year to year basis. The Board determined that the policy would be discussed further during the budget process.

G-4 Drug and Alcohol Testing Policy

The Board reviewed the memo from Ms. Suchenicz dated July 19, 2012.

G-5 Health and Safety

The Board reviewed the memo from Ms. Suchenicz dated July 19, 2012.

On a motion by Mr. Dunford, seconded by Mr. McGrath, the Board voted to change Item 5 to read, “Review the Orleans Employee Safety Handbook on a regular basis and recommend modifications as needed.” The vote was 5-0-0.

G-9 Performance Evaluations

Mr. Kelly noted that the annual evaluations were scheduled for April on the agenda planning calendar. The Board discussed the implementation of the current policy and the dates by which the Finance Director, Police Chief and Fire Chief should submit and report on their goals and objectives. Mr. Kelly suggested that these follow the adoption of the Selectmen’s goals.

On a motion by Mr. Dunford, seconded by Mr. McGrath, the Board voted to amend the fifth paragraph of the policy document to read, “Each year, the Town Administrator, Police Chief, Fire Chief and Director of Municipal Finance will provide the Board with a list of goals and objectives for their positions within thirty days after the Board approves its own objectives, and an oral mid-year report, and a year-end written report on the progress of their goals and objectives due by April 15th.” The vote was 5-0-0.

G-10 Back up and Succession Plan

Mr. Kelly informed the Board that when this policy was first adopted, it was for the purpose of short-term coverage in the absence of a department manager. The Board discussed succession planning for key positions, but agreed that this particular policy only addressed temporary coverage, and that a discussion of succession planning should be held in the future.

On a motion by Mr. McGrath, seconded by Ms. Christie, the Board voted to strike the words “and Succession” from the title of the policy, and similarly in the third to last sentence in the first paragraph. The vote was 5-0-0.

G-11 Complaints Regarding Personnel

The Board discussed whether this policy addresses complaints by employees as well as complaints by the public. Mr. Kelly noted that the policy was developed to address complaints by the public, whereas complaints by employees are usually addressed by the provisions of collective bargaining agreements or state law. The Board asked whether the current policy could be amended to include both types of complaint, or whether an additional policy was needed.

Mr. Fuller suggested that in Step 3, the citizen should be required to put the complaint in writing. The Board agreed that this would need to be consistent with whatever policy or policies were developed in the future.

H-2 Use of Town Hall

The Board reviewed the policy updated on February 12, 2012, which removed the Town Hall Annex and former American Legion Building from the policy.

I-3 Road Layout and Betterment Requests

I-4 Addendum 1: Standards for Public Acceptance

The Board was provided with updated documents which showed the date through which the moratorium had been extended.

I-5 Regulations for Layout of Public Ways..

Mr. Dunford asked that this policy, like others listing fees, be removed. Mr. Kelly noted that the procedures document had not been updated to reflect the last policy update.

On a motion by Mr. McGrath, seconded by Mr. Dunford, the Board voted to delete Policy I-5 and instruct the Town Administrator to include the information in the administrative procedures notice that might be given to an applicant. The vote was 5-0-0.

K-6 Unpaid Water Charges

The Board confirmed that they had voted to remove this policy on September 8, 2010.

Proposed new policy: Acceptance of Equipment Valued at \$10,000 or More

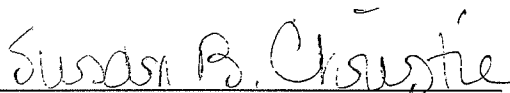
Mr. Kelly noted that the \$10,000 figure was the threshold above which vehicles and equipment would be listed as capital outlay items and on the vehicle replacement schedule. The purpose of the policy is to provide the opportunity to review any potential costs related to acquisitions made by means other than purchasing.

On a motion by Mr. Dunford, seconded by Mr. McGrath, the Board voted to adopt the new policy. The vote was 5-0-0.

On a motion by Ms. Christie, seconded by Mr. Hodgson, the Board voted to adjourn. The vote was 5-0-0.

Respectfully submitted,

Myra Suchenicz


Clerk

