

~ PLYMOUTH BOARD OF SELECTMEN ~

TUESDAY, APRIL 23, 2013

TOWN HALL, MAYFLOWER ROOM

The Selectmen held a meeting on Tuesday, April 23, 2013 at 7:00 p.m. at Town Hall in the Mayflower Room.

Present: Mathew J. Muratore, Chairman
John T. Mahoney, Jr., Vice Chairman
Sergio O. Harnais
Belinda A. Brewster [*Arrived 7:30 p.m.*]

Melissa Arrighi, Town Manager

Absent: Selectman Kenneth A. Tavares

CALL TO ORDER

Chairman Muratore called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

SWEARING-IN: NEW POLICE OFFICERS

Prior to commencing with the swearing-in ceremony, Chairman Muratore and Selectman Harnais took an opportunity to recognize a number of Plymouth Police officers who assisted the Boston and Watertown police departments during the search for the Boston Marathon bombing suspects.

Police Chief Michael Botieri facilitated the swearing-in ceremony, providing biographical information on each of the seven new officers: Ryan Antonson, Derek Back, Stephen Harrington, Bachir Kouta, Stephen Powers, Eric Savard, and Michael Welch.

The Town's Treasurer/Collector and Assistant Town Clerk Edward Maccaferri led the new officers through the oath of service, which was followed by a formal pinning ceremony. Following the swearing-in ceremony, Chairman Muratore called for a brief recess.

TOWN MANAGER'S REPORT

Chairman Muratore reconvened the meeting at 7:21 p.m.

Town-Wide Litter Clean-Up – Town Manager Melissa Arrighi reminded the Board and the public of the town-wide litter clean-up that is scheduled for Saturday, May 4, 2013.

Ms. Arrighi encouraged those interested in participating to contact Patrick Farah in the Department of Planning & Development at (508) 747-1620, ext. 204.

Leadership Retreat – Ms. Arrighi announced that she has scheduled a Leadership Retreat for Department Heads and select Town officials on Friday, June 14, 2013 at the Center Hill Preserve. Elizabeth Lane of Kopelman & Paige (Town Counsel) and Town Moderator Steve Triffletti will facilitate the morning session on ethics, customer service, municipal board/committee meetings, and Town Meeting. The second half of the Leadership Retreat, she noted, will be led by State Representative Tom Calter, who will focus primarily on the *Guiding Principles* that the Selectmen adopted and how they can be applied, town-wide. Ms. Arrighi indicated that, in addition to Town Department Heads, she has extended an invitation to the respective chairmen of the School Committee, Planning Board, Plymouth Redevelopment Authority, Advisory & Finance Committee, Community Preservation Committee, Building Committee, Zoning Board of Appeals, the Town’s five steering committees, and the fifteen Town Meeting precincts.

Appointment of Assistant Town Manager – Ms. Arrighi was pleased to announce that she appointed Michael Galla to the position of Assistant Town Manager. Mr. Galla, she explained, was most recently employed as the Director of Administration for Horsham Township, Pennsylvania, where he managed the daily operations of town departments and a 13.5 million budget. Prior to that, she reported, Mr. Galla was the Borough Manager in Schwenksville where he oversaw all day to day town operations, including such issues as land development and infrastructure issues. Ms. Arrighi indicated that Mr. Galla holds a Masters Degree in Government and Political Affairs from Villanova University and has a strong working background in planning and zoning. Mr. Galla plans to relocate to the Plymouth area, she noted, and he will start his position with the Town on May 28, 2013.

Parking Garage – Ms. Arrighi informed the Board that Fennick/McCredie Architecture of Boston has been selected for designer services for the Plymouth Transportation & Visitor’s Services Center Project. Fennick/McCredie, she said, is a full service architectural firm that most recently completed similar projects in the City of Salem, Mass. (Salem Intermodal Station) and the City of Haverhill, Mass. (Haverhill Intermodal Center). Ms. Arrighi offered her estimation that a presentation on the proposed project should come before the Board in approximately three months.

U.S. Dept. of Justice / Drug Enforcement Administration Drug Take Back Day – Ms. Arrighi notified the public that the U.S. Drug Enforcement Administration has scheduled another National Prescription Drug Take-Back Day at the Plymouth Police Station at 20 Long Pond Road on Saturday, April 27, 2013 from 10:00 a.m. – 2:00 p.m. Ms. Arrighi explained that the event provides citizens with an opportunity to turn in unused or expired medication for safe and environmentally appropriate disposal.

PUBLIC COMMENT

Nancy Carroll, a.k.a. “The Litter Lady,” reminded the Board and the public that the next

town-wide litter clean-up day will be held on Saturday, May 4, 2013. During the fall clean-up, she noted, volunteers picked up 900 bags of litter in one day, and though the accomplishment was laudable, the fact that there was so much litter to be collected was not. Ms. Carroll encouraged those who would like to participate in the clean-up to call Patrick Farah in the Planning Department at Town Hall.

[Note: Selectman Brewster arrived and joined the meeting at this time (7:30 p.m.).]

COMMITTEE LIAISON / DESIGNEE UPDATES

Prayer Vigil for Marathon Bombing Victims – Chairman Muratore offered thanks to Plymouth’s local interfaith leaders for their efforts in organizing a candlelight prayer vigil in honor and support of the City of Boston and the victims of the Boston Marathon bombings. The event, he said, was held at Memorial Hall on Monday, April 22, 2013.

Joint Meeting to Discuss Lighting at PNHS Athletic Fields – Vice Chairman Mahoney noted that he and Chairman Muratore attended a joint meeting of the School Committee and the Building Committee on April 22, 2013 to discuss the lighting of the athletic fields at Plymouth North High School (“PNHS”). Residential abutters to the school are concerned about the lights at the newly-installed fields, he noted, and, thus, the School Committee sought to find solutions to address the neighbors’ concerns. Vice Chairman Mahoney reported that the School Committee voted to approve the installation of the lights, with the stipulation that measures be taken (tree installation, lights on a timed schedule, etc.) to minimize any adverse impact on the homes surrounding the school.

PUBLIC HEARING: ALTERATION OF PREMISES (LIQUOR LICENSE)

Chairman Muratore opened a public hearing to consider the application for an Alteration of Premises from Freskoe, LLC d/b/a On the Rocks, 424 Long Pond Road, holder of an Annual All Alcohol Commercial Club License, Stathis Paganis as Manager. Prior to commencing the hearing, Chairman Muratore read a description of the premises and proposed alteration, and he affirmed that notice of the hearing was given to the public in accordance with Chapter 138 of the Massachusetts General Laws.

Stathis Paganis of Freskoe, LLC explained to the Board that he and his business partner are building a new clubhouse at Crosswinds Golf Course. In conjunction with the expansion and alteration of the clubhouse, Mr. Paganis noted that he is seeking the addition of alcohol service onto the golf course. Mr. Paganis affirmed that he sent notice of the hearing to all abutters of the golf course.

In response to a question from Chairman Muratore, Mr. Paganis stated that On the Rocks at Crosswinds Golf Course is not affiliated with On the Rocks Tavern in downtown Plymouth.

Seeing no further questions or comments from the Board, Chairman Muratore opened the hearing to public comment. No citizens came forth, and, thus, Chairman Muratore closed the hearing to await a motion of the Board.

On a motion by Selectman Brewster, seconded by Selectman Harnais, the Board granted an Alteration of Premises to Freskoe, LLC d/b/a On the Rocks, 424 Long Pond Road, as requested in the application for alteration. Voted 4-0-0, approved.

PUBLIC HEARING: UNDERGROUND FUEL STORAGE

Chairman Muratore opened a public hearing to consider an application from the Town of Plymouth (Plymouth Harbor Fuel, LLC as Lessee) for license of storage of 20,000 gallons of flammable and combustible liquid (10,000 gallon split tank – 6,000 gasoline, 4,000 diesel; and 10,000 single tank with diesel; both underground) located at 10 Town Wharf, Plymouth, Massachusetts. Chairman Muratore read the hearing notice and affirmed that notice of the hearing was given in accordance with chapter 148 of the Massachusetts General Laws.

Ms. Arrighi explained that this license application pertains to the replacement of fuel storage tanks on Town Wharf, a Town-sponsored project that has been underway for a number of years.

Chairman Muratore opened the hearing to public comment. No citizens came forth, and, thus, he closed the hearing to await a motion of the Board.

On a motion by Selectman Harnais, seconded by Selectman Brewster, the Board voted to grant an Underground Fuel Storage License to the Town of Plymouth (Plymouth Harbor Fuel, LLC as Lessee) for fuel storage at 10 Town Wharf, as specified in the license application. Voted 4-0-0, approved.

LICENSES

VEHICLE FOR HIRE OPERATOR LICENSE (NEW)

On a motion by Selectman Harnais, seconded by Selectman Brewster, the Board voted to grant a Vehicle for Hire Operator License to each of the following applicants, as detailed, below. Voted 4-0-0, approved.

❖ For **Special Occasion Limousine, Inc.:**

- Patrick Mooney (96 Federal Furnace Road, Plymouth)

❖ For **Plimoth Transportation, Inc.:**

- Donald Reddington III (19 Main Street, Apartment 16, Plymouth)

Issuance of above licenses is subject to review of the requisite CORI background check.

VEHICLE FOR HIRE BUSINESS (NEW)

On a motion by Selectman Brewster, seconded by Selectman Harnais, the Board voted to grant a Vehicle for Hire Business Operating Permit to the following applicant, as detailed, below. Voted 4-0-0, approved.

- ❖ For **Pilgrim Taxi** (109 Sandwich Street, Unit 9 & 10, Jeffrey Peterson, Owner):
 - One Vehicle for Hire Business Operating Permit

Issuance of above license is subject to approval from the Inspectional Services Department.

AUTO DEALER CLASS II (TRANSFER)

On a motion by Selectman Harnais, seconded by Vice Chairman Mahoney, the Board voted to grant a Transfer of Auto Dealer Class II License to the following applicant, as detailed, below. Voted 4-0-0, approved.

- ❖ **BCN Used Autos** (40 Holman Road, Timothy Sheehan, Owner – formerly AKJ Used Autos)

Issuance of above license is subject to approval from the Inspectional Services Department.

AUTO DEALER CLASS II (NEW)

On a motion by Selectman Harnais, seconded by Vice Chairman Mahoney, the Board voted to grant an Auto Dealer Class II License to the following applicant, as detailed, below. Voted 4-0-0, approved.

- ❖ **West Parts and Supplies, Inc.** (21 Roberts Way, Todd West, Owner)

Issuance of above license is subject to approval from the Inspectional Services Department.

ADMINISTRATIVE NOTES

Meeting Minutes – The Board approved the minutes of the February 26, 2013 Selectmen’s meeting.

Exclusive Vending Rights / Waterfront Festival – The Board granted exclusive vending rights to the Plymouth Area Chamber of Commerce for the Downtown Plymouth Waterfront Festival, to be held on August 24, 2013 along Water Street and in Brewster Gardens.

Exclusive Vending Rights / Plymouth Pilgrims Baseball – The Board granted exclusive vending rights to the Plymouth Pilgrims Baseball Club for the Senior Lighted Babe Ruth 1 Field at the Forges Field Recreation Area, for only those dates and times during which Plymouth Pilgrims games are scheduled. *[Note: these vending rights apply only to the*

specified field during the agreed-upon dates and times outlined within the contract between the Town of Plymouth and NECBL/Plymouth Baseball Corporation, and such rights will not interfere with other approved vending arrangements within the Recreation Area.]

PLYMOUTH ROCK STAMP CLUB: 400TH ANNIVERSARY STAMP

Herbert George McKay, member of the Plymouth Rock Stamp Club and the Town's 400th Anniversary Committee, provided a PowerPoint presentation on the stamp club's efforts to secure a series of U.S. Postal stamps to commemorate the events surrounding Plymouth's 400th anniversary celebration.

The Plymouth Rock Stamp Club, Mr. McKay explained, has conducted research into the stamps that were issued for the Town's previous celebrations. A total of 345,337,100 stamps—in three different versions—were issued for the Town's Tercentenary Celebration in 1920, during the nation's peak use of the U.S. Postal Service. In 1970, Mr. McKay reported, the Postal Service issued one stamp to commemorate the 350th anniversary, of which 129,785,000 stamps were issued. Interestingly enough, he noted, Great Britain produced its own stamp in 1970 to commemorate the departure of the *Mayflower* voyage, so it may be worthwhile for the Town to encourage its sister city to promote a 400th anniversary British stamp.

Mr. McKay displayed further stamp samples, including one representing Thanksgiving Day and another to commemorate Jamestown, Virginia's 400th anniversary. Nearly 60,000,000 Jamestown stamps were issued in 2007, he said, which is the amount that Plymouth might expect for distribution of its 400th Anniversary stamp.

The Plymouth Rock Stamp Club, Mr. McKay indicated, is considering the submission of a proposal to the U.S. Postal Service for a book of stamps with multiple images, representing various events leading up to and following the arrival of the *Mayflower* in 1620 – e.g. Squanto's return to Patuxet (Plymouth) in 1619, the signing of the Mayflower Compact in 1620, the first Thanksgiving in 1621, etc. A block-of-four series, he explained, will not only help sell more stamps but will represent more diverse facets of Plymouth's history.

Mr. McKay discussed the commemorative stamp process and the number of requests that the Postal Service's Citizens Stamp Advisory Committee receives. The committee, he said, meets three or four times per year in Washington, D.C. to review thousands of requests. Mr. McKay noted that the process takes approximately two years, so if the stamps are to be ready for 2019, approval will have to be secured by 2017. The Citizens Stamp Advisory Committee reacts to the quantity of letters that it receives, and, thus, the Stamp Club will be seeking letters from various Town and State officials, committees, historical societies, students, and other stamp clubs, etc.

Mr. McKay issued two requests to the Board of Selectmen: (1) that the Town start the dialogue with its sister city, Plymouth, UK, about a British commemorative stamp, and (2) that the Board send a letter of support to the Citizen Stamp Advisory Committee.

In response to a question from Selectman Brewster, Mr. McKay explained that the Citizens Stamp Advisory Committee does not accept suggestions on artists or designs; rather, it only accepts topics. Once a proposed topic is accepted, the Citizen Stamp Advisory Committee chooses the artist and final design.

Selectman Brewster made a motion that the Selectmen send a letter to the U.S. Postal Service's Citizens Stamp Advisory Committee in support of the request for a Plymouth 400th Anniversary commemorative stamp. Selectman Brewster stated that she would draft the letter. Selectman Harnais seconded the motion, and the Board voted 4-0-0 in favor.

Chairman Muratore asked the Town Manager if she could put together a standard form letter that employees could use. Mr. McKay provided the address to which letters of support can be directed:

Citizen Stamp Advisory Committee
c/o Stamp Development
U.S. Postal Service
475 L'Enfant Plaza SW, Room 3300
Washington, D.C. 20260-3501

TOWN LEASES: OVERVIEW AND INTERNAL PROCEDURES

Elizabeth Sullivan, Special Assistant to the Town Manager, provided an overview of the Town's leases and her plans to improve internal controls on the Town's leased properties.

Ms. Sullivan informed the Board that there are forty-five organizations that lease property or space from the Town. The Town leases its properties for a number of different uses, including restaurants, recreational concession stands, aquaculture sites, docking space and ticketing booths at the Town Wharf, art and performance centers, and even a golf course. Each lease is unique, requiring some tenants to pay rent on an annual basis and others on a monthly basis. Most leases have some sort of term-based rent escalator clause, Ms. Sullivan explained, while some lease payments are based on assessed values.

Ms. Sullivan displayed a graph illustrating the revenue collected from the Town's leases in recent years. In FY2012, she reported, the Town collected just under \$800,000 (\$796,752) in payments, which are applied to general fund operations. In an effort to ensure that the Town is maximizing the revenue from its leased properties, Ms. Sullivan explained that she has conducted a review of all of the Town's lease and license agreements and has initiated a standardized process by which such agreements will be monitored in the future. This new process will involve communication with the various related Town departments, as well as informational updates for the Board of Selectmen, as needed.

Ms. Sullivan provided examples of how the new procedures would work when a tenant seeks to alter the leased premises or renew the lease agreement. In addition, she displayed

an example of the informational abstract that she has created for each leased property, to ensure that all lease-related information is efficiently recorded and organized in one central location. Ms. Sullivan noted that she is working with the Town's Engineering Department and Global Imaging System (GIS) staff member to accurately delineate the Town's leased areas and create a new layer of computerized mapping that all Town departments can access.

Ms. Sullivan brought the Board's attention to the Town Wharf and displayed a map of the 17 leased properties at that site. At the wharf, she said, Town will strive to maintain water dependent uses, to generate revenues with consistent rent/fee structures that will offset operating costs. Ms. Sullivan noted that the Department of Marine & Environmental Affairs will provide assistance in the day-to-day monitoring of the wharf leases, because of the Department's oversight of, and presence at, Town Wharf.

Ms. Sullivan reported that her next plans will be to:

- Ensure that all lease payments are current
- Formalize the new internal lease procedures, as presented
- Continue to create and maintain lease abstracts
- Continue generating additional lease revenue

Chairman Muratore thanked Ms. Sullivan for the presentation. Vice Chairman Mahoney and Selectman Harnais each offered the opinion that all lease agreements and rental fees should be consistent and fair across-the-board. Selectman Harnais urged staff to make sure that the Town is getting fair market value for all of its lease properties.

Chairman Muratore asked the Town Manager for an update on her efforts to make the Town's licensing procedures more efficient. Ms. Arrighi responded that the Town's Planning Director is looking into the establishment of an electronic permitting system, as well as an improved procedure for facilitating applicants through the permitting process. Chairman Muratore offered his recommendation that the Town consider identifying one staff person who would be responsible for ushering applicants through the permitting process.

Selectman Brewster inquired if the Town has considered selling some of its leased properties. Ms. Arrighi responded that the Town has not considered this, and she advised against selling such key properties as those on Town Wharf and the waterfront, as once such properties are sold, she said, the Town would not likely ever get them back.

OLD BUSINESS / LETTERS / NEW BUSINESS

Town-Wide Clean-Up Day / Wellingsley Brook – Vice Chairman Mahoney noted that he will volunteer to clean up litter from the Wellingsley Brook area during the May 4th Town-Wide Clean-Up.

PlymCo Dam Removal – Vice Chairman Mahoney encouraged residents to visit the former PlymCo site on Billington Street, where the Town recently removed a failing dam along Town Brook. This project, he said, is a great example of the Town’s environmental preservation and restoration initiatives.

Litter on Entergy Property along State Road – Selectman Harnais noted that there is a great deal of litter on the property owned by Entergy along State Road in the Pinehills. Residents are not allowed to trespass on Entergy property, he said, so this area cannot be cleared of rubbish during the May 4th Town-Wide Clean-Up. Selectman Harnais asked if the Town could contact Entergy to ask that they either clean the litter themselves, or allow a volunteer clean-up crew to enter the property.

Town-Wide Clean-Up Day / Burial Hill – Selectman Brewster indicated that the Friends of Burial Hill will volunteer to clear litter and leaves/debris from the hill during the May 4th Town-Wide Clean-Up Day, from 9:00 a.m. to 12:00 p.m.

ADJOURNMENT OF MEETING

On a motion by Selectman Brewster, seconded by Selectman Harnais, the Board voted to adjourn its meeting at approximately 8:35 p.m. Voted 4-0-0, approved.

Recorded by Tiffany Park, Clerk to the Board of Selectmen

A copy of the April 23, 2013 meeting packet is on file and available for public review in the Board of Selectmen’s Office.