

**BOARD OF SELECTMEN MEETING
MINUTES JANUARY 16, 2018
APPROVED**

BOS Members Present: Joshua A. Degen, Chair; Alison S. Manugian, Clerk; Rebecca H. Pine, Member; John G. Petropoulos (via phone)

Absent: Barry A. Pease

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Mr. Degen called the meeting to order at 7:05pm and reviewed the agenda.

TOWN MANAGER'S REPORT

1. Chief Palma said he was before the Board to request that the appointments of three (3) reserve officers be ratified by the Board. Chief Palma reviewed the resumes of the reserve officers and introduced them to the Board.

Ms. Manugian moved to affirm the appointments of the Town Manager of Matthew Beal, Matthew Boivin and Cody Chick as Reserve Officers. Ms. Pine seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

2. Mr. Haddad said that based on safety concerns, Chief Palma had requested that the Board consider establishing a Safety Zone on Willowdale Road and establish a 20 mph posted speed limit on the street. Chief Palma said that according to a speed study that was conducted on that road, the average speed of 85% of travelers was 23. He said that the houses on Willowdale were very close together and a lot of seniors resided in that area. Chief Palma said that Mass DOT suggested that the Board establish a safety zone on that road and he hoped that the Board would take that into consideration and agree with his recommendation.

Ms. Manugian moved that they establish a Safety Zone on Willowdale road and establish a 20 mph speed limit according to MGL Chapter 90 §18B as recommended by the Police Chief. Ms. Pine seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

3. Mr. Haddad asked the Board to consider appointing Deborah Winsor of 249 Broadmeadow Road as an Associate Member of the Zoning Board of Appeals as requested by the ZBAMs. Winsor introduced herself as being new to Town and talked about how she enjoyed how zoning and planning shaped a town's character.

Ms. Pine moved to appoint Deborah Winsor an Associate Member of the Zoning Board of Appeals term to expire June 30, 2018. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

4. Mr. Haddad said he had hoped to provide update on Prescott but that Attorney Collins had been trying to meet with the Building Commissioner to discuss this but vacations schedules did not allow for a meeting the previous week. Mr. Haddad said he would bring this back to the Board at their next meeting.

5. Mr. Haddad said that pursuant to the Board's policy, the Board was scheduled to begin their annual review of the Town Manager in January. Mr. Haddad reviewed the policy, timeline and process. He said that the individual meetings each member was to have with him was probably the most important part of the process from his standpoint. He said that this was done before each member sent their comments to the Chair for compilation. Ms. Manugian asked that the Town Manager include his previous years goals. Mr. Haddad said that that was part of the review. Mr. Haddad asked the Chair to direct the Town Manager to complete his self-evaluation and to distribute it to the Board by February 16th. Mr. Degen directed the Town Manager to complete his self-evaluation and distribute it to the Board by February 16th.

6. Mr. Haddad said that it was time for the Board to call for and open the Spring Town Meeting Warrant. Mr. Haddad reviewed the dates associated with the warrant. Mr. Haddad also asked the Board to set the town meeting date as Monday, April 30, 2018 at 7pm.

Ms. Manugian made a motion to call for the Spring Town Meeting to be held on Monday, April 30, 2018. Ms. Pine seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

Mr. Haddad asked for the Board to open the warrant on Wednesday, January 17, 2018 and close it on Friday, February 23rd at the close of business at 1pm.

Ms. Manugian made the motion. Ms. Pine seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

Mr. Degen said that nomination papers for the upcoming election would be available in the Town Clerk's office on January 29th. Mr. Haddad announced that there would be a vacancy on the Sewer Commission and Commissioner of Trust Funds with the recent passing Tom Hartnett. He added that both boards had already advertised their vacancies. Mr. Petropoulos asked if there was a sense for when the last day to put a question on the ballot was. Mr. Haddad said he believed it was 45 days before the election but he would have to check with the Town Clerk.

7. Mr. Haddad said that he had been working with Ms. Pine on a committee vacancy policy. Mr. Petropoulos said he thought they had one already; something that he worked on. Ms. Pine said that she would look at the existing one and see if it required any revisions. Mr. Haddad apologized for not remembering that the Board had a policy.
8. Mr. Haddad said that the subcommittee appointed by the Board to meet with the Town Manager to set his annual goals had met in public session on January 8th. Mr. Haddad said that he had provided the Board with the proposed goals. Mr. Haddad reviewed the proposed goals and asked the Board to consider approving them that night.

Ms. Manugian said she was not clear what the objective of item #6 was and thought they should add wording to optimize the utilization. Mr. Haddad said he could add that. Mr. Petropoulos said he thought they agreed they would align employee goals with management goals adding they should have the Town Manager's goals align with the Board's goals.

Mr. Petropoulos said he thought goal #2 seemed redundant (assisting the Board in completing their 2018 goals and objectives). Ms. Pine said she agreed with some of what Mr. Petropoulos some but added that the Board's goals were not totally finalized. She said she liked having goal #2 there. Mr. Petropoulos talked about adding language for the Town Manager to bring \$30K in tax revenue to Four Corners by the end of the year as a measurable objective to the goal on economic development. Ms. Manugian said that it would be difficult to do that adding it was not something the Town Manager had sole control over. Mr. Degen agreed adding there was an Economic Development Committee working on this. Mr. Petropoulos said that they should establish a benchmark and it needed to be measurable. Ms. Pine said that maybe reducing the amount of vacant business zoned property should be the goal. Ms. Manugian said again, that was not something that the Town Manager had control of. Mr. Petropoulos said that goals weren't meant to be able to accomplish every one of them 100%. Mr. Haddad agreed adding that in regard to economic development, he wanted to focus on getting the Shaw's plaza developed fully. Mr. Degen said that developing that plaza was important but that the whole area should be targeted. He said that anything they could do made sense. Ms. Pine said that the dollar value could be useful but she would not hold up process for it. Mr. Haddad said that he would change the wording to work to bring additional businesses to the Four Corner business district and center of town. Mr. Degen said that Mr. Haddad was not a commercial realtor adding that anything he could do to bring in new commercial revenue was best.

Mr. Petropoulos said that the goal on engaging the public was a loose goal. He said that they had been struggling to make their website so that users could subscribe to notifications. He suggested adding language in the goal stating

the delivery of notification system requestors could subscribe to would be implemented. Mr. Degen and Mr. Haddad saw no issue with adding that language.

Mr. Petropoulos said that the audit recommendations should be accomplished by the end of the year and if not reasons why the recommendation was not completed or needed. Mr. Haddad said he was working on the recommendation list with the Department Heads and would have that for the Board on the 29th. He said he would be providing a list of ones they want to accomplish and those they did not agree with. Mr. Petropoulos said that the objective was to discuss each one and decide which ones they (the Board) would like to accomplish. Ms. Manugian suggested adding language that said to provide status of each recommendation.

Mr. Haddad asked the Board to adopt these goals as amended.

Ms. Manugian moved that they formalize the Town Manager's goals for 2018 as amended that night. Ms. Pine seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

OTHER BUSINESS

Mr. Haddad said that there was an agenda item for the Board to have a discussion on whether they wanted to consider changing the date of selectmen's meetings. He said that this came about because of a grievance he received in regard to the Board's policy to stay till 4 on Fridays when there was a Monday holiday. Mr. Haddad said he denied the grievance adding the Union could appeal the decision to the Board within 21 days of the denial. He said that based on this, the Board could think about changing their meeting night and night that Town Hall is open to Tuesday nights to avoid Monday holidays or go back to Monday – Friday 8-4. Ms. Pine asked if their meeting happening on the same night had a monetary value to it. Mr. Haddad said he didn't think it was tied to a monetary value but it had been decided to make the late night same night as the selectmen's meeting so employees that needed to be present at a Board meeting would be there already.

LIAISON REPORTS

Ms. Manugian provided a brief update on the marijuana forums and would have more information after they held both forums.

MINUTES

Ms. Pine moved to approve the workshop meeting minutes of November 27, 2017. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

Ms. Manugian moved to approve the meeting minutes of December 18, 2017 as amended. Ms. Pine seconded the motion. Roll Call: Pine-aye; Petropoulos-aye; Manugian-aye; Degen-aye

Mr. Degen adjourned the meeting at 8:19pm.

Approved: _____
Alison Manugian, Clerk

_____ respectfully submitted,
Dawn Dunbar, Executive Assistant

Date Approved: 2/12/18