

**BOARD OF SELECTMEN MEETING  
MINUTES JANUARY 29, 2018  
APPROVED**

**BOS Members Present:** Joshua A. Degen, Chair; Barry A. Pease, Vice Chair; Alison S. Manugian, Clerk; Rebecca H. Pine, Member; John G. Petropoulos, Member (Via Phone)

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

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

**ANNOUNCEMENTS**

Mr. Bud Robertson called the Personnel Board into session.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that the Great Ponds Advisory Committee met with Remi Kaleta as a potential new member to the Committee. The Committee asked that the Town Manager appoint him. Mr. Haddad said he made that appointment and asked the Board to consider ratifying the appointment.

*Ms. Pine moved to ratify the Town Manager's appointment of Remi Kaleta to the Great Ponds Advisory Committee for a term to expire June 30, 2018. Ms. Manugian seconded the motion. Roll Call: Petropoulos-aye; Pine-aye; Manugian-aye; Pease-aye; Degen-aye*

2. Mr. Haddad said that Selectmen Pease requested an update on Prescott School. Mr. Haddad said that the Building Commissioner provided the Board with an email outlining what he and Attorney Collins had discussed and agreed upon. Attorney Collins attempted to clarify the uses the Friends would like to utilize according to the Dover Amendment. Attorney Collins said that the Prescott School was built as a school and used as a school for around 90 years, which was pertinent under zoning adding it was also a historic structure. He said there was separate treatment under the building code for historic structures. Attorney Collins said he developed a list of what was allowable and reviewed it with the Building Commissioner that day. He said the Friends was planning to utilize the classrooms on the first floor for education classes, exhibition uses, offices to support those uses and for the ability to utilize the gym for meeting spaces for education or cultural uses and as additional municipal meeting space. He said that they would also use the rooms for municipal office space like they were currently utilizing for the Commissioner of Trust Funds office. He said they would lock the 2nd floor all together, once the school department moved out and make the basement ADA compliant so it could also be utilized. Attorney Collins said that prior to using the gym for recreational uses they would need to have it inspected for structural integrity as per the Building Commissioner. He said that Mr. Cataldo also felt that it needed to be clear that there needed to be ADA complaint bathrooms on both the first floor and basement. Attorney Collins said that they had also agreed that an administrative site plan review be done because nothing was being built. Mr. Haddad said that the administrative review would be done by the Building Commissioner and Land Use Director.

Mr. Pease said he was confused about the Dover Amendment reference adding he was under the impression that because this was a municipal owned building, they could not regulate their own building. He said that when the lines between who owned it and who could regulate it became blurred, it was confusing. Attorney Collins said that ownership had nothing to do with use adding it was not pertinent under zoning or the building code. He said that use exempt under the Dover Amendment was exempt no matter who owned it. Mr. Haddad said he would talk to Mr. Petropoulos and Mr. Robertson about moving forward on the lease negotiations with the Friends. Ms. Manugian said she would also like to read the research that Mr. Pease was referring to.

Mr. Petropoulos apologized to the Friends for what they have had to go through. Mr. Degen agreed that it had been a long drawn out situation adding that it was a close vote at Town Meeting to not sell the building and proceed down this path. He said that there will be people who object but thought that the objections had been duly noted, researched and discussed. Mr. Pease said he hoped that the lease would help them understand how items discussed between Mr. Cataldo and Attorney Collins would be addressed. He said he needed to see that before he was

satisfied. Mr. Degen said he also thought the lease should be run by the Building Commissioner. Mr. Petropoulos said he didn't see building inspectors looking at leases. Mr. Pease said he was not sure why Mr. Petropoulos had a problem with that request. Ms. Jennings said they had not been resistant to the Building Commissioner adding they wanted guidance and support from the Town. Ms. Manugian asked that the Board be kept in the loop on this.

### **PERSONNEL BOARD ANNUAL REPORT**

Present was Personnel Board Members Bud Robertson, Kevin Brogan, Mary Jennings, and Melisa Doig, HR Director.

Mr. Robertson began by reviewing the experience of the members and the HR Director. He said that in 2017, the Personnel Board had participated in the Land Use Director search, Principal Assessor search and Conservation Administrator search. He said they conducted a salary survey for the Fire Chief with a lot of hard work done by Ms. Doig, that they participated in a municipal government survey, and salary survey. Mr. Robertson said that they had also discussed the consolidation of positions in the Town Clerk's office and Assessor's office and supported reclassification of the IT Desktop Specialist position. Mr. Haddad said that he had also reviewed the Town Accountant's contract with the Personnel Board at their last meeting. Mr. Degen said that their presence had been a great resource and wanted to thank them. Ms. Pine asked if the same towns used for the Town Manager and Police and Fire Chiefs salary surveys were used for the municipal salary survey. Mr. Robertson said that because high paid position could draw from all over, different comp towns were used. He said that the town wide salary survey used area towns because that's where they would draw applicants from. Ms. Pine asked what the Personnel Board would be willing to look at. Ms. Jennings said that they could review policies and union contracts as examples.

### **TOWN MANAGER'S REPORT - Continued**

3. Mr. Haddad asked the Board to consider his request for a leave of absence from January 30, 2018 through February 5, 2018 and that Town Clerk, Michael Bouchard be named acting Town Manager during his absence.

*Ms. Pine moved to approve the leave of absence of the Town Manager and that Michael Bouchard be named as acting Town Manager during that time. Ms. Manugian seconded the motion. Roll Call: Petropoulos-aye; Pine-aye; Manugian-aye; Pease-aye; Degen-aye*

4. Mr. Haddad said that he prepared a document listing each of the recommendations made by Matrix along with the Department Heads comments and recommendations as well as his own recommendations. Mr. Petropoulos said that the Committee spent a lot of time going through the items and would like to see each recommendation in a spreadsheet as a matrix. He also thought that for the purpose for managing this going forward that they should revisit it quarterly. Mr. Degen asked if they wanted to vote on the recommendations for adoption. Mr. Petropoulos said he thought it should be a discussion between the Board and the Department Heads. Mr. Degen said that they had charged Mr. Haddad to go to the Department Heads for their responses. Mr. Haddad suggested scheduling each Department Head to come into a meeting to discuss their items. Ms. Manugian suggested reviewing the items to see which Department Heads they wanted to have in.
  - Finances: Ms. Manugian said it would be beneficial to understand the software concerns. Mr. Haddad said that they had received quotes of \$300-500K to purchase Munis Software but added it was not a priority right now with what they had going on.
  - Country Club: Ms. Manugian said that they needed to understand the long-term needs of the Country Club.
  - Information Technology: Mr. Haddad said that the IT Director would be coming in early March to lay out the new back office program. Mr. Petropoulos said that they didn't regularly review a priority list and should have an adopted formalized list. Mr. Pease said that he was in agreement with Mr. Petropoulos on this and the willingness of the Director to map out a list.
  - Land Use: Ms. Pine said she wanted to have a discussion about permitting and getting information out to people. Ms. Manugian said that the regulations should be reviewed for clarification in conjunction with

building processes. Mr. Degen said he liked being able to apply for a permit online but didn't love the system. He thought they should also update the Sign Bylaw.

- Police: Mr. Petropoulos said that the request from the Chief for more staff was separate from these recommendations and needed to be treated as such. Ms. Manugian said that they would be having conversations over the coming weeks with the Chief and thought that these questions and would be answered. Mr. Pease said that the audit was done during a finite time adding that things had been done or in process since the report was compiled.
- Library: Ms. Manugian said it would be good to understand what reductions might look like/mean if they were to contemplate changes.
- Public Works: Mr. Pease encouraged them to recognize what was meant by “asset management” adding that asset management was more than buy and replace. Mr. Degen said that he agreed with 90% of what Matrix said in regard to the DPW. He said he thought they should maximize their asset retention program by imputing and tracking maintenance. Mr. Delaney said he was currently looking at four different software systems for this purpose.

The Board requested that the DPW Director and Police Chief be the first Department Heads invited into the Board's next meeting.

5. Mr. Haddad said that he and the Town Account had come to an agreement for Ms. Dufresne to continue on as Town Accountant for another three years. He said that she had done an amazing job over the past six years as Town Accountant. He said that they conducted a salary survey and came up with what they thought was the best package. Mr. Haddad proposed a salary of \$88K in FY19, a 4% adjustment based on comps and adjustments. He said that they increased her carry over on vacation days and that if Ms. Dufresne was to come onto the Town's health insurance the cost share would be at 70/30. He added that longevity and personal days would match the Supervisors contract. Mr. Pease said that section 5, the way it read, said that the performance incentive program would be added to the base. Mr. Haddad said that was not the intent and would change that section.

*Mr. Pease moved that the ratify the Town Accountants three-year contract as amended. Ms. Pine seconded the motion. Roll Call: Petropoulos-aye; Pine-aye; Manugian-aye; Pease-aye; Degen-aye*

Mr. Degen said that they had a lot of great employees here but that Ms. Dufrene's dedication was tremendous. He said she treated the Town as it was her baby and thanked her for what she does.

6. Mr. Haddad said that he thought the joint meeting with the Finance Committee on Saturday went well. He said that the Department Heads had done a great job presenting the facts and that the Chiefs started the dialogues for a potential override. Mr. Haddad said he was a little saddened by the news of the cost share difference between Groton and Dunstable and the need for an addition \$120K to fund the schools. Mr. Haddad said the Finance Committee would be meeting on February 6th at 6:30pm adding he would post the Board should a quorum attend. Mr. Degen asked Ms. Gilbert when the School Committee would be discussing and voting on their budget. Ms. Gilbert said they needed to vote by March 7<sup>th</sup> adding they would be discussing it at their meeting on February 7th. Mr. Petropoulos asked Ms. Gilbert for an update on their sustainability discussions. Ms. Gilbert said that the expenses side had been completed. She said that the revenue generation piece was the only part that remained. Mr. Petropoulos said that their biggest sustainability problem was the schools at this point. Mr. Robertson said that they were at the point where they took the model used and identified growth rates but stopped at the time where negotiations started on the school side. He asked if they could get going again so that the model matched the Town. Ms. Gilbert said that there was a lot of new information coming out of the audits and recommendations that would change the model. Mr. Petropoulos said he thought the model could be updated with new information as it came in.

Ms. Pine asked when they would be discussing budget items and whether they wanted them or not. Mr. Haddad said that the budget was the Finance Committee's budget adding that the Board should attend their meetings to express

any concerns or recommendations they may have. Ms. Pine asked some questions about a few of the line items in the proposed operating budget.

Ms. Pine asked about the capital budget and about the committee they had years ago to work on the capital budget. Mr. Haddad said that the capital budget was put together by the Town Manager as required by the Charter. Ms. Pine asked about the Lost Lake Sewer Project listed in the capital budget and if it was needed any longer. Mr. Haddad said he would remove it and have it reposted. There was a brief discussion about the money being requested in the capital budget for the DPW garage feasibility study and how it came about. Mr. Haddad said he brought it forward for the Fall Town Meeting and the Board asked him to bring it back as part of the budget. Mr. Degen suggested that the Board members visit the building for a tour to see why the money was being requested. Ms. Manugian suggested adding the capital needs of the Regional School Committee to the municipal capital plan. Ms. Pine suggested that Prescott be looked at and included in the capital budget. Mr. Haddad said his last direction from the Board was that no tax payer dollars be used toward Prescott at this time. He said that until that changed, there would be no inclusion. Mr. Degen said he recalled a 3-2 vote to not support tax payer funds toward Prescott. This recollection was challenged and asked to be researched.

### **OTHER BUSINESS**

Selectmen Name Change: Mr. Haddad said that Brookline took an approach to change to selectwoman and ended up with select board. Ms. Pine said that whatever they were to do should be done officially. Mr. Pease said he didn't think Brookline had a charter and that a Town Meeting vote would be appropriate. He said they should contemplate calling senate counsel to hold off on voting on the recent charter changes and wait for this potential change to be voted on first. Ms. Manugian said she didn't feel strongly about this one way or another but didn't see this change as a major change to the charter. Mr. Haddad said it was easy to do but was a major undertaking when talking about changing the charter, bylaws and policies.

Update on Marijuana Forums: Ms. Manugian said that the Planning Board would be holding a hearing on the marijuana warrant items on February 8th. One item was to extend the moratorium through the end of the year and the second was to change the zoning bylaw presuming that marijuana would become part of the community and implement the same regulations as medical marijuana. Mr. Pease said they had received an email about challenges at the state level ballot and at the local level because individuals did not understand that this could be in their backyard. Ms. Manugian said it would be in their best interest to extend the moratorium at the Spring Town Meeting and have regulations in place for a potential ballot question. She said this provided them with the best protection from being open and exposed.

### **LIAISON REPORTS**

Mr. Pease said he had been working with the Finance Committee Chairman about possibly resurrecting some form of the Municipal Building Review Subcommittee and would be bringing it back at a future date for further discussion.

Ms. Pine said she attended an eagle scout ceremony for Andrew Wilson the day before adding his project was at Baby Beach which addressed an environmental and safety issue.

### **MINUTES**

*Mr. Pease moved to approve the subcommittee meeting minutes of January 8, 2018. Mr. Degen seconded the motion. Roll Call: Petropoulos-aye; Pine-aye; Manugian-aye; Pease-aye; Degen-aye*

*Mr. Pease moved to approve the joint session meeting minutes of January 8, 2018. Ms. Manugian seconded the motion. Roll Call: Petropoulos-aye; Pine-aye; Manugian-aye; Pease-aye; Degen-aye*

Mr. Degen adjourned the meeting at 9:44pm.

Approved: \_\_\_\_\_  
Alison Manugian, Clerk

\_\_\_\_\_ respectfully submitted,  
Dawn Dunbar, Executive Assistant

Date Approved: 2/26/18