

**BOARD OF SELECTMEN MEETING
MINUTES AUGUST 7, 2017
APPROVED**

BOS Members Present: Joshua A. Degen, Chair; Barry A. Pease, Vice Chair; Alison S. Manugian, Clerk; John G. Petropoulos, Member; Rebecca H. Pine, Member
Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Mr. Degen called the meeting to order at 6:00pm and reviewed the agenda.

WORKSHOP ON POLICIES AND PROCEDURES

Mr. Haddad said that Ms. Manugian made the revisions she volunteered to make in the Board of Selectmen Policies and Procedures. Ms. Manugian said that she checked the policies against the Charter for any conflicts and tried to clarify other sections that seemed unclear. Mr. Pease asked if from a content point of view whether the content included what their limited scope was. Ms. Manugian said she thought it did. Mr. Haddad said he thought Ms. Manugian had done a good job capturing just that. Mr. Degen asked for the Board's feelings on whether they should strike this document and follow the Charter. Mr. Petropoulos said he was not sure they needed to get rid of the entire document. Mr. Pease asked if they should take pieces of the document and create individual smaller policies/procedures from them. Mr. Degen said that he had been working with the document for over a decade and found it to be resourceful. He said he had no problem adding edits to it. Mr. Petropoulos thought that they should keep the document adding it should be like a "what and how" document. Mr. Pease said that it was intended to be a crib note for new Selectmen.

Ms. Pine asked about the section titled Stakeholder Input and Communication and pointed out that it was in conflict with the Investigation Policy that was adopted last year. Mr. Degen suggested that they ask Town Counsel to review the Investigation Policy so that what happened in June with a complaint received did not occur again. Mr. Haddad said that the Land Use Department had a policy that all complaints must be in writing and signed. Mr. Pease said he didn't think it was in the public's best interest to limit the complaints to non-anonymous. Mr. Degen agreed. Mr. Degen said that he followed the Investigation Policy in June before bringing anything forward. Mr. Petropoulos said that he didn't think they should waste their time trying to come up with perfect procedures adding that if Selectmen with common sense were elected, the good people would figure things out. Mr. Pease said that if Ms. Pine wanted to discuss the Investigation Policy further and the complaint against her that came up in June, they should schedule it for a televised agenda item and invite those in that were involved. Ms. Manugian asked if the incident shed light on something that was missing within the current policy. Discussion ensued about anonymous complaints and how they should handle them. Mr. Petropoulos said he heard the Board say that they would like to allow anonymous complaints. Ms. Pine said she did not agree. Mr. Degen said he thought they should allow anonymity. Mr. Petropoulos asked if Mr. Haddad could obtain Town Counsel's opinion on incorporating anonymity into the Investigation Policy. Ms. Pine said she thought the process undertaken in June could have and should have been done differently and looked into more thoroughly. Mr. Pease said that he understood that Ms. Pine didn't like how things played out but added that he followed the process and looked into the phone call complaint he received thoroughly before bringing it to the Chair for a request for investigation. Mr. Degen said that he had been through an investigation before and thought Ms. Pine needed to move on from it.

Mr. Degen said that he thought they should strike out anything in the procedures that is covered in the Charter. Ms. Manugian said that she would do that.

REGULAR SESSION

Mr. Degen reviewed the agenda for the public at 7:00pm.

Mr. Robertson called the Personnel Board meeting to order at 7pm (Mr. Robertson and Mr. Brogan were in attendance). Mr. Boles called the Board of Assessors meeting to order at 7pm (Mr. Boles and Mr. Black were in attendance).

ANNOUNCEMENTS

Mr. Degen reminded the public that there was no outdoor burning allowed during this time of year.

Mr. Pease said he had the honor to attend an Eagle Scout Court of Honor the previous weekend for three local Eagle Scouts and wanted to comment on the great accomplishments and remind people of the volunteer work that kept the Town going.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that he had previously provided the Board with a proposal to consolidate the Assistant Assessor and Assistant Town Clerk positions and create a part-time Assessors Assistant. He said he also recommended that the interim appointment of Jonathan Greeno as Principal Assessor be made permanent. Mr. Haddad said that the Board of Assessors and Town Clerk had submitted well thought out comments on the issues they saw with this proposal. He said that the Assessors and Personnel Board both voted unanimously to see Mr. Greeno appointed as Principal Assessor. He said that the Personnel Board was in favor of the consolidation if the Assessors were. Mr. Haddad said that he had spoken to Ms. Pine earlier that day about an idea she had to increase the 20 hour position in the Clerk's office to 25 hours and have another 15 hour position in there leaving them whole at 40 hours. He said that this would mean they would only have to fill a single 35 hour position in the Assessors office. Mr. Robertson said he would be okay with this scenario pending review of any new job descriptions. Mr. Haddad said that no new job descriptions would be created with this proposal. Mr. Brogan was also okay with this new proposal. Mr. Haddad said his goal was to eliminate a benefited position while maintaining the hours and thought this accomplished that goal. Ms. Manugian said she thought this made sense and was glad they had time to reflect on this.

Mr. Haddad said he was asking the Board to ratify the appointment of Jonathan Greeno as Principal Assessor effective immediately, to vote to increase one position in Town Clerk's office to 25 hours, to ratify the appointment of Fran Stanley as a 15 hour Assistant Town Clerk in the Clerk's office, and to allow him to advertise a single 35 hour position in the Assessor's Office.

Mr. Degen asked Mr. Bouchard, Ms. Pierce, and Mr. Greeno if they were in favor of this proposal and asked if Ms. Stanley was notified of this. Mr. Bouchard, Ms. Pierce and Mr. Greeno all said they were in favor of this. Mr. Haddad said that he and Mr. Bouchard had a meeting with Ms. Stanley and she was also in favor of this.

Ms. Manugian moved to ratify the Town Manager's appointment of Jonathan Greeno as Principal Assessor. Mr. Pease seconded the motion. The motion carried unanimously.

Ms. Manugian moved to support the Town Manager's proposal to increase the Assistant Town Clerk from 20 to 25 hours. Mr. Pease seconded the motion. The motion carried unanimously.

Ms. Manugian moved to support the Town Manager's proposal to add 15 hours to Fran Stanley's hours and ratify her appointment as Assistant Town Clerk. Ms. Pine seconded the motion. The motion carried unanimously.

Ms. Manugian moved to authorize the Town Manager to advertise for a 35 hour Assistant Assessor position. Ms. Pine seconded the motion. Mr. Haddad added he was granted permission by the Union to advertise internally and externally simultaneously. The motion carried unanimously.

SENIOR CENTER BUILDING COMMITTEE - UPDATE

Present: Peter Cunningham, John Amaral, Michelle Collette, and Kathy Shelp

Mr. Cunningham said that the feedback they received from the voters was that there was confusion at the polls about what people were voting on. He said that the Committee had decided to focus on what was needed for a center and not on the possibility of housing adding that there was not enough land for the amount of housing needed based on a report they received. He said that would be asking the Fall Town Meeting to approve funding necessary to design either a renovation of the existing building or build a new center on the current site. Mr. Degen asked what they thought the cost might be. Mr. Cunningham said it was speculation until they had plans in hand. Mr. Amaral said that they were being very cautious to not

put numbers out there right now adding that was the problem the last time. He said their goal was to work closely with the selected architect to keep the costs as low as possible. Mr. Haddad said they would be selecting a different architect. Mr. Petropoulos asked if they had any idea what the cost of an architect would be. Mr. Haddad said that if the Board supported adding this to the warrant, he would go ahead and issue an RFP now so that they would have those costs well in advance of Town Meeting. Mr. Petropoulos said that he would like to understand possible construction costs before they look to spend money on drawings. Mr. Amaral said that he would be hesitant to put those numbers out there until they had a number based on actual drawings. Mr. Amaral said he believed they could get the per square foot costs down knowing what they had been quoted out the first time. Ms. Pine urged the Committee to have the architect look at the existing building first before bringing new construction forward. Ms. Manugian said it was important to identify the needs and space requirements first and leave the wants for last. Mr. Cunningham said that they had discussed that and agreed with Ms. Manugian.

Ms. Pine moved that they ask the Town Manager to put out an RFP for architect design services for the Senior Center on the existing property. Mr. Petropoulos seconded the motion. The motion carried unanimously.

TOWN MANAGER'S REPORT - CONTINUED

- 2. Mr. Pease moved that they adopt the Friendly 40B policy as presented.*

Ms. Manugian said she was concerned that it didn't include any grade and drainage information requirements. Mr. Petropoulos said that he was not qualified to assess that information. Mr. Cunningham said that item #3 required the applicant to meet with the Land Use Departments. Mr. Degen said he thought the staff input during Land Use meetings covered this concern. Ms. Collette said that the applicant would be asking the Town for their support in their application at this stage. She said that topography survey at this stage would be unnecessary and very expensive for the applicant.

Mr. Pease rescinded his original motion and added that they add general topography under 4.1.1.

Ms. Ellen Todd of the Housing Authority asked the Board to defer voting on this so that they could have an opportunity to meet and discuss the policy. Ms. Collette said that they had two meetings with the Housing Authority and Housing Partnership so far. She said that had an applicant who had purchased land and would like to begin the process of meeting with the Board. She asked the Board to consider adopting the policy that evening. Mr. Degen said that they had done their due diligence on this.

Ms. Pine seconded the motion. The motion carried unanimously.

- 3. Mr. Haddad said that he had received the draft audit report the week before. He said that the Audit Review Committee met with Matrix on Friday morning to take a preliminary look at the report. He said that they had scheduled another meeting for Wednesday, August 30th at 5:30pm and would like the Board to join them.*

OTHER BUSINESS

Mr. Pease read a statement from Chief Palma on "Use of Force." Mr. Degen said that the reason this was placed on the agenda was because of comments made by President Trump on people bumping their heads when being placed in cruisers.

Mr. Degen said that he had met with Mr. Petropoulos, Mr. Cataldo and Mr. Haddad to discuss the Indian Hill building permit and how to structure it. Mr. Haddad said that the plans were 800 pages long adding that determining building permit fees was going to be arduous. He said they thought by working with the Board and Indian Hill they could come up with a fee and vote it at an open meeting. Mr. Petropoulos said that this was a non-profit whom they would have an ongoing relationship with. He suggested that he be involved in the discussion because he was the liaison to the non-profits. Ms. Manugian asked if this committee would bring forward a recommendation to the Board. Mr. Haddad said that was the intent. Ms. Pine said she too would be interested in sitting in on the discussions.

Mr. Degen said they received an opinion from Town Counsel on the Investigation Policy. He said that the answer was that the Board did have the authority to create a policy but that it must not conflict with the Town Manager's duties and the

Charter. Ms. Pine said that she was in favor of a philosophy policy. Ms. Manugian thought they could start by having the Town Manager draft the current process. Mr. Degen said that Mr. Haddad had explained the process to them a number of times but thought it would be nice to have a codified reference for the new Selectmen. Mr. Petropoulos thought that they could ask the Personnel Board to work with the Town Manager to draft a policy. Mr. Pease said he didn't like creating policies for everything even though he liked policies. He said that there were situations where they blurred the lines between the authority of the Board and the authority of the Town Manager adding this was one of those instances. Mr. Degen said he liked Ms. Manugian's suggestion and asked the Town Manager to reduce to writing the hiring procedures he followed. He said they could make a determination on whether a policy was necessary after hearing from the Town Manager. Mr. Robertson said that the Personnel Board thought there should be a written process codified.

Ms. Manugian and Mr. Degen were in favor of bringing a process to the Board for further discussion. Mr. Petropoulos and Ms. Pine were in favor of the Personnel Board assisting with codifying a policy. Mr. Pease said there was a benefit in having the Town Manager draft his process for new members.

Mr. Haddad said that the next meeting was scheduled for August 21st adding that both Mr. Degen and Mr. Pease were not available to attend. He asked the Board if they still wanted to me or if they wanted to move the meeting to the 28th. It was decided that the remaining members would still meet on the 21st.

Mr. Pease said that the Liaison Policy was in need of updating. He asked the Board to review it for discussion at a subsequent meeting. He said he received a phone call from one of his departments who expressed concern with the amount of time they were spending on a selectperson's requests. He thought it might be time they discuss the line between day to day and policy level ideas.

Mr. Degen asked for a motion to adjourn regular session and to enter in executive session pursuant to MGL Chapter 30A Section 21(a) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares. Mr. Pease made the motion. Ms. Manugian seconded the motion. Mr. Degen said that this was in conjunction with the Affordable Housing Trust to discuss Boynton Meadows. Roll Call: Petropoulos-aye; Pease-aye; Pine-aye; Manugian-aye; Julian-aye; Schulman-aye; Degen-aye

Mr. Degen adjourned the regular session portion of the meeting at 8:00pm.

Approved: _____
Alison Manugian, Clerk

_____ respectfully submitted,
Dawn Dunbar, Executive Assistant

Date Approved: 8/28/17