

**SELECT BOARD MEETING MINUTES
MONDAY, JULY 29, 2019
APPROVED**

SB Members Present: Alison S. Manugian, Chair; Joshua A. Degen, Vice Chair; John F. Reilly, Clerk; John R. Giger, Member; Rebecca H. Pine, Member

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

Ms. Manugian called the meeting to order at 7:00pm and reviewed the agenda.

ANNOUNCEMENTS

Ms. Manugian said that there was a vacancy on the School Committee which they would be discussing at their meeting on August 26th.

Ms. Pine reminded folks that they had a public comment period and wanted to hear from citizens should they have something to say. She invited people to attend and voice their concerns.

Mr. Degen said he had heard from some citizens about viewing the packet in advance of the meeting and should consider putting the packet online. Ms. Pine asked a related question about packets being posted online.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that Frank Mastrangelo and Steven Tully were present to as he had appointed them as Reserve Officers. He asked the Board to consider ratifying his appointments. Chief Luth reviewed the hiring process he went through his process for making the recommendation that they be appointed by the Town Manager.

Ms. Pine moved to ratify the appointments of the Town Manager of Frank Mastrangelo and Steven Tully as Reserve Officers. Mr. Degen seconded the motion. The motion carried unanimously.

2. Mr. Haddad said that they annually reappointed entire Police Departments as Special Officers and asked the Board to ratify his appointments of the following Town Police Departments:

Townsend, Pepperell, Dunstable, Tyngsboro, Westford, Ayer, Shirley, Littleton, Chelmsford and Lunenburg.

Mr. Degen made a motion to ratify the appointments of the Special Officers of the Town Manager. Ms. Pine seconded the motion. The motion carried unanimously.

3. Mr. Haddad said that he had appointed Lori Bracket to the Williams Barn Committee and Don Black to the Old Burying Ground and asked the Board to ratify his appointments.

Ms. Pine made a motion to ratify the Town Manager's appointments of Lori Bracket to the Williams Barn Committee and Don Black to the Old Burying Ground. Mr. Reilly seconded the motion. The motion carried unanimously.

4. Mr. Haddad said that some of the Department Heads were present to discuss their study of financial software packages and to provide the Board with their recommendation. Mr. Haddad added that this was a goal of the Board. Mr. Chiasson said that some of their departments felt their work flow was slowed because not everyone used the same software package. Mr. Chiasson explained what an ERP system was and the pros and cons to this. He said that the main reason was that they were very expensive to purchase and maintain. Mr. Chiasson said that they interviewed VADAR, Munis, their existing payroll vendor and existing financial software vendor and reviewed their costs. Mr. Chiasson said that team liked what they had even though the systems didn't talk. He said that the additional cost of \$9,500 to enhance systems they had was the direction the team wanted to recommend. Mr. Haddad said that he liked their recommendation and thought that expanding their current software packages would

put them in better shape than they were now. Mr. Chiasson said that towns with the expensive software packages were not any lighter on manpower. Ms. Dufresne said that conversion would impact her department more than anyone. She said they had 15 years of data that wouldn't convert to a new system adding the expensive systems may look nice but wouldn't provide them history. She said that Abilia, their current accounting software vendor, had a module that would allow department heads to input their own bills and view their budgets. She said she would like an opportunity to explore this option. Ms. Pine asked if there was a downside to do this. Mr. Giger said that he was pleased to see that they had come this far and thanked the departments for working on this. Mr. Giger said that they were highly focused on what it was going to cost and thought this was an excellent next step. Mr. Haddad said that financially they could ask for funding at the Fall Town Meeting. Mr. Giger said that the potential downside was perpetuating the growth of the database should Abilia go out of business. Mr. Chiasson said that Abilia was running on a very modern sequel server. Mr. Degen said he appreciated the work that went into this. He said that looking at a cost benefit analysis of these software programs might be something that the Major Initiative Planning Committee could look at. He said he would like to them explore the modules they were not using right now as recommended. Ms. Manugian said she trusted the Department Heads adding they used the systems every day. She said that at some point they might want to look at a change instead of using something because they had used it for 15 years. Mr. Haddad said that they could come back in a year and update the Board on the new modules and how they were working.

5. Mr. Haddad said that they had presented the Board with a plan to BAN until they couldn't anymore and explained what that meant. He said that the Town issued a bid for Bond Anticipation Notes for the following projects:

Library Roof:	\$1,131,041
DPW Building	\$4,620,250
New Fire Truck	\$ 650,000
Total	\$6,401,291

Mr. Haddad said that the bids were due on July 24, 2019 adding they had received five bids from various investors. The low bid was received from BNY Mellon at a rate of 1.4%. He said it was the intention of the Town to permanently finance both the Library Roof and the DPW Building next spring when the projects were completed. He said that they would pay off the Fire Truck over five years as previously proposed in the Capital Plan. He said that they were only going to do a short term bond on \$6,392,000 because of their favorable bond premium.

Mr. Degen said that they received 1.4% but their vote was for 2.25%. Mr. Hartnett said that there was a coupon rate adding they were only paying the net interest cost of 1.41%. Mr. Hartnett said that they stepped away from the State House notes adding that they wouldn't be able to give them rates as low as they received. Ms. Manugian asked if it made sense to look at permanently financing these projects now. Mr. Haddad said that he wanted to bond the projects permanently when they had exact numbers adding that they had contingencies built in he didn't want to permanently finance.

Mr. Haddad said that he provided the Board with a copy of the vote Bond Counsel needed the Board to take. He added that this was very good news for the Town.

Mr. Degen moved to authorize the Clerk of the Select Board to sign the BAN vote as presented. (see attached) Ms. Manugian seconded the motion. The motion carried unanimously.

6. Mr. Haddad said that he and Mr. Degen had created a draft committee charge for the Major Initiative Planning Committee. He said that he incorporated some changes that Mr. Degen recommended based on feedback from some interested in this. Mr. Haddad reviewed some of the major changes since he sent it out last week. He said he could bring back potential appointments sometime in September for the Board to discuss. Mr. Degen said that this was near and dear to former member Petropoulos and wanted to thank him for pushing that this get done. Ms. Pine said that this was important, was well created and made a suggested revision. Mr. Giger said that he wanted encourage that a paragraph be added to include definitions to better define things like "major systems". He also suggested

adding another bullet that the charge be reviewed and revised on a yearly basis by the Committee and Select Board. There was a discussion about using \$30K as a review number. Mr. Haddad said that anything above \$25K was placed in the capital budget and not considered minor capital and was comfortable with this number. Mr. Haddad suggested that they let him work with the Committee to draft definitions so that they were all on the same page. He said he wanted to advertise the Committee as soon as possible. Ms. Manugian said that she thought this group would be looking at a prioritization plan also and wasn't sure if that was embedded anywhere. Mr. Degen said that they could add a sentence. Mr. Haddad said that the capital plan was a priority list of what they wanted to purchase in any given year. Ms. Manugian asked if the Finance Committee had a chance to review this. Mr. Haddad said he was not asked to request their feedback but could send it to them for review. Mr. Degen asked if they could approve the charge subject to review by the Finance Committee so that they could start to implement this committee prior to the budget process.

Mr. Haddad asked the Board to approve the charge as amended and to allow him to advertise the vacancies and that he would share it with the Finance Committee immediately and amend should it be necessary.

Mr. Degen made the motion. Ms. Pine seconded the motion.

Mr. David Manugian said that the Finance Committee was very interested in this and was excited to see this moving forward.

The motion carried unanimously.

7. Mr. Haddad said that at their last meeting, the Board voted to insert into the Warrant a proposed Bylaw to Promote Reusable Check-Out Bags and Ban Single-Use Plastic Check-Out Bags. He said that he forwarded the proposed Bylaw to Town Counsel for his review and comments as directed by the Board. He said that Town Counsel had suggested that the Board consider using a Bylaw from another Town that had already been approved by the Attorney General to ensure its acceptance. Mr. Haddad said that he was proposing that the Board consider using the Bylaw approved by the Town of Mansfield or the Town of Cohasset of use the one drafted by Mr. Giger. Mr. Giger recommended that the Board use the one from the Town of Cohasset. Ms. Pine said she liked the Cohasset one. Mr. Degen also like Cohasset's bylaw. He made a suggested edit which caused discussion to ensue. Mr. Reilly said that he had discussions with people who were concerned about using paper bags with walkers, etc. Mr. Degen said that there were alternatives such as reusable bags that had great handles. Ms. Manugian said that she didn't know what a compostable bag was and asked for clarification before bringing the bylaw forward.

Ms. Pine moved to adopt the Cohasset plastic bag reduction bylaw as the one they would present to the Fall Town Meeting. Mr. Degen seconded the motion. The motion carried unanimously.

8. Mr. Haddad said that the Town Clerk provided him with the following request for the Board's consideration:

"As you may remember from past years, each year a member of the Board of Registrars term expires. This year, Sally Hensley's term expires. The 4-member Board of Registrars may not have more than two members form one political party. The Town Clerk is a member of the Board by statute. The current makeup of the Board is:

Michael Bouchard - Unenrolled - Indefinite term

Jane Fry - Democrat - Term to expire 2020

Sally Hensley - Democrat - Term to expire 2019

Dale Martin - Republican - term expired 2018, serving until successor is qualified

The Town Committees, by statute, submit names to be considered as a Registrar. A request for submissions was The Democratic Town Committee has submitted Sally Hensley. The Republican Town Committee did not submit any name. I would like to request that the Select Board appoint Sally Hensley to the Board of Registrars for a term to expire June 30, 2022."

Ms. Pine moved to appoint Sally Hensley to the Board of Registrars term to expire June 30, 2022. Mr. Reilly seconded the motion.

Mr. Degen said that he thought this was a stacked deck and asked if Ms. Martin was attending or would be willing to attend. Mr. Degen asked if they could hold off until they understood this better.

OTHER BUSINESS

Mr. Giger said he had discussed polystyrene containers with the Town Manager and what other towns were doing to ban these containers. Mr. Giger said that the Board of Health (BOH) had to bring this forward as the enforcing authority. He asked if the Board wanted to consider asking the Board of Health to take this on. Ms. Pine said she strongly supported asking the BOH to consider this.

Ms. Pine moved to ask the Board of Health to consider proposing a restriction to prohibit food establishments from using polystyrene containers. Mr. Giger seconded the motion. The motion carried unanimously.

Mr. Haddad said that he spoke to Mr. Degen about the town hall renovations and it was suggested to make changes if he wanted now. He said that he wanted to possibly move the HR office upstairs where the existing kitchen was. He said that having Ms. Doig upstairs was a good idea. Mr. Haddad said that it would provide more privacy to employees and would put her closer to his office. Mr. Haddad said that to be able to move the kitchen downstairs would provide for a larger meeting space. Mr. Haddad said that there was a cost of approximately \$4K to make this change. Mr. Haddad asked the Board to allow him to make this change adding this would be paid for out of minor capital and building maintenance.

Ms. Manugian moved to approve the request to move the HR office upstairs from downstairs. Mr. Giger seconded the motion. The motion carried unanimously.

Mr. Haddad said that they had been working on employee safety. He said that some people had come into town halls and harassed town hall employees and police departments leading to heightened security and employee safety. Mr. Haddad said that they would be taking the glass out of the Water Department door and make the office for employees only. Mr. Haddad said that the Assessor's Office was an office that allowed for public entrance. He cited an incident where a resident went around the counter to address a female employee at her desk which made her very nervous. Mr. Haddad said that Mr. Delaney said it would cost about \$4k to renovate the office to provide it with a counter indented into the office from the hallway allowing the door to be closed and available to employees only. Mr. Greeno said that reduction of paper and creation of a conference room was something he wanted to change upon taking over as Principal Assessor. He said that this change would allow the office to be safer and protect confidential information from being viewed by the public. Ms. Pine asked about the gate that was in the Assessor's Office now and why that couldn't be used. Mr. Greeno said that the gate was only 2 feet from his desk. He said that they had file cabinets that were empty and not needed anymore which would allow him room to make this new counter space. Ms. Pine said that she struggled with this adding they needed to provide access to the public. Mr. Reilly asked how long an individual usually stayed at the counter. Mr. Greeno said that it was usually about a minute or two.

Ms. Manugian moved to approve the request for the renovations to the Assessor's Office as presented. Mr. Degen seconded the motion. The motion carried 4-1 with Ms. Pine opposed.

Ms. Pine suggested a water flow detector in the future to help with potential flooding.

ON-GOING ISSUES

B: Mr. Haddad said that the Prescott Oversight Committee met last week and would be updating the Board on August 26th. He said that Mr. Easom was going to ask the CPC of permission to apply for an out of cycle application for the sprinkler system.

C: Mr. Haddad said that he had an engineer lined up to do the energy audit for the Green Communities designation.

G: Mr. Haddad said that the RFS was advertised for the Florence Roche project. He said that 30 firms took out specs in the first week which was great.

K: Ms. Pine asked Mr. Haddad for a write up of how committees are appointed.

Ms. Pine requested that they discuss the Select Board email address at their next meeting.

MINUTES

Mr. Degen moved to approve the minutes of July 15, 2019 as presented. Ms. Reilly seconded the motion. The motion carried unanimously.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: 8/12/19