

**SELECT BOARD MEETING MINUTES  
MONDAY, NOVEMBER 18, 2019  
APPROVED**

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

**Absent:** Rebecca H. Pine, Member

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

Ms. Manugian called the meeting to order at 6:30pm and asked for a motion to enter into Executive Session Pursuant to M.G.L. c. 30A, §21(a) Clause 7 - "To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements" - Purpose - Review and Approve and Consider Release of Executive Session Minutes

*Mr. Degen made the motion. Mr. Reilly seconded the motion. Roll Call: Reilly-aye; Degen-aye; Manugian-aye; Giger-aye*

*Mr. Degen moved to adjourn to Open Session at 6:40pm. Mr. Reilly seconded the motion. Roll Call: Reilly-aye; Degen-aye; Manugian-aye; Giger-aye*

Ms. Manugian re-convened the Open Session meeting at 7:00pm and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Haddad announced the 14th annual Greens Sale put on by the Women's Club on December 7th from 9am-1pm at Williams Barn.

Mr. George Wheatly said that now that the maple tree was gone outside of Town Hall, he wanted to make people aware that the corner of Station Ave and Main Street had been memorialized twice. He provided some history of the memorials and talked about ways in which to memorialize both parties that the square had been named after.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad asked the Board to consider reappointing David Manugian and Art Prest to the Finance Committee to new 3 years terms through June 30, 2022.

*Mr. Giger moved to appoint Mr. Prest to the Finance Committee. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Giger moved to appoint Mr. Manugian to the Finance Committee. Mr. Reilly seconded. The motion carried 3-0-1 with Ms. Manugian abstaining.*

2. Mr. Haddad asked the Board to appoint Mary Linskey to the Finance Committee with a term to end June 30, 2020. Mr. Robertson said that they were fortunate to have 2 very qualified candidates apply. He said that both applicants said that they had plenty of time to give to the busy schedule. He said that they were also both interested in seeking reappointment in June. He said that they ended up unanimous after discussing Ms. Linskey who received 4 votes after the first vote.

*Mr. Giger made a motion to appoint Ms. Linskey to the Finance Committee. Mr. Reilly seconded the motion. The motion carried unanimously.*

3. Mr. Haddad said that the Capital Planning Advisory Committee met on November 12th and had a great first meeting. He said that Steve Lane was appointed Chair. He said that they determined their work plan for the coming budget season. He said that their next meeting would be on December 2nd at which time they would meet with department heads to hear their capital budgets. Mr. Haddad said that the Capital Planning Advisory Committee discussed amending the charge to prohibit compensated Town officials from serving on the Committee. He said that he was recommending that the Board vote to make this change. Mr. Haddad said that the Capital Planning Advisory

Committee unanimously approved this change at their meeting. Ms. Manugian asked if it was true that the Committee had no involvement in the school's capital plans. Mr. Haddad said that was correct adding the only thing they knew was that there was a placeholder for a new school.

*Mr. Degen moved to approve the revised committee charge as presented this evening. He withdrew this motion.*

*Mr. Degen moved to approve the Capital Planning Advisory Committee document including the changes to appointments as presented. Mr. Reilly seconded the motion. The motion carried unanimously.*

### **TAX CLASSIFICATION HEARING**

Mr. Haddad read the public hearing notice for the tax classification hearing at 7:15pm. He asked the Board to open the hearing and continue the hearing until December 9, 2019.

*Mr. Degen moved to open the public hearing on the tax classification. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Reilly made a motion to continue the public hearing for tax classification until December 9, 2019 at 7:15pm. Mr. Degen seconded the motion. The motion carried unanimously.*

### **TOWN MANAGER'S REPORT CONT.**

4. Mr. Haddad said that during the Board's work session on November 7th, the Board reviewed the Response to Public Records Request Policy. He said that they asked for feedback from the Town Clerk which he had provided the Board. Mr. Haddad asked the Board to consider adopting this revised policy.

*Ms. Manugian made a motion to approve the Public Records Request Policy as presented. Mr. Reilly seconded the motion. The motion carried unanimously.*

Mr. Giger made a request that the Town Manager and Records Holder draft a policy and send it to those that would receive requests on how public records should be handled.

### **ON-GOING ISSUES**

A: Mr. Haddad said that he would have the final accounting to them on the Senior Center as soon as they received final bills.

D: Mr. Haddad said that they were working to set up a meeting to discuss the MS4 permit. He said that in discussing the MVP grant today, there may be money available to them for this.

F: Mr. Haddad said that the Green Communities would be meeting on Wednesday to discuss potential projects.

G: Mr. Haddad said that the House and Senate approved the Charter. He said that the Governor's office emailed them and asked the Town to give it a once over which they did. He said that he hoped to have the approved Charter tomorrow signed by the Governor.

H: Mr. Haddad said that the Florence Roche Building Committee and School Department worked hard to get the word out about the outreach session on Saturday. He said he was disappointed that turnout was not what they hoped for. He said that this was important and wanted to receive feedback. Ms. Gilbert said that there would be other opportunities to participate. Mr. Haddad said that State reimbursement would be potentially 51% of eligible costs and wanted to get the word out about that. He said that something might be needed but might not be eligible for reimbursement. Mr. Giger asked that a list be kept for those costs that are eligible and those that are not.

Mr. Haddad reminded the Board about their workshop beginning at 6pm next Monday to discuss, with Town Counsel, policies they had reviewed.

### **LIAISON REPORTS**

Mr. Giger said that the Master Plan Implementation Committee provided the Planning Board with their report.

Mr. Giger said he participated in a Court of Honor last Sunday for Ryan Donaruma. He said he was an outstanding citizen in this Town.

**MINUTES**

*Mr. Degen moved to approve the meeting minutes of November 4, 2019 as presented. Ms. Manugian seconded the motion. The motion carried unanimously.*

*Mr. Reilly moved to approve the work session minutes of November 7, 2019. Ms. Manugian seconded the motion. The motion carried 3-0-1 with Mr. Degen abstaining.*

Ms. Manugian adjourned the meeting at 7:35pm.

Approved: \_\_\_\_\_  
John Reilly, Clerk

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

Date Approved: 11/25/19