

**SELECT BOARD MEETING MINUTES  
MONDAY, JULY 12, 2021  
APPROVED**

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

**Also Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Members of the Finance Committee – Bud Robertson, Colby Doody, Scott Whitefield, Mary Linskey, Gary Green, David Manugian; Raquel Majeski, Diversity Task Force Chair; Michelle Collette, Diversity Task Force Member;

*Mr. Cunningham made a motion to exit Executive Session and enter Regular Session at 6:58pm. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Cunningham-aye. Manugian-aye*

Ms. Pine called the meeting at 7:00pm and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Haddad said that the fireworks were cancelled due to the weather and would be rescheduled for July 26<sup>th</sup>.

Mr. Haddad explained at the Chair's request what the TROIKA Committee was.

Ms. Pine said that they would be meeting next Monday at 4pm for a workshop to discuss their goals and reminded people they would not be taking comments from the public.

Mr. Robertson called the Finance Committee to order at 7:06pm.

**PUBLIC COMMENT PERIOD**

Ms. Sartini asked if there was any update on the easement for the Country Club. Ms. Pine said there was not.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that Margot Hammer had retired as the Zoning Board of Appeals Administrative Assistant. He said that he had previously come to the Board with a proposal to have their Land Use Administrative Assistant, Kara Cruikshank take over the ZBA duties, and reassign her Park Department Administrative duties to another employee. Mr. Haddad said that he had further proposed that they increase the newly created 15 hour per week Treasurer/Collector Office Assistant to 25 hours to take over the Park duties. The Board approved transferring ZBA Duties to Ms. Cruikshank, but directed him to fill two separate 15 hour per week positions; one in the Treasurer/Collector's Office and one for the Park Administrative Duties. He said that they were very fortunate that when they advertised for the 15 hour per week Treasurer/Collector's position, they received a couple of additional applications that were interested in the Park Position. Mr. Haddad said that he had appointed Tammi Mickel of Pepperell as the Treasurer/Collector Office Assistant and Donna Main of Shirley as the Park Administrative Assistant and asked the Board to consider ratifying those positions. Mr. Cunningham asked when the appointments would be effective. Mr. Haddad said that they would be effective July 13, 2021.

*Mr. Degen moved to approve the Town Manager's appointments of Donna Main as the Park Administrative Assistant and Tammi Mickel as the Treasurer/Collector Office Assistant, both positions not to exceed 15 hours per week. Mr. Cunningham seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to approve the Town Manager's appointment of Joseph Wang as a Lifeguard. Mr. Degen seconded the motion. The motion carried unanimously.*

Mr. Haddad asked the Board to appoint Eileen McHugh to the Earth Removal Stormwater Advisory Committee adding she was as strong member and because of some confusion, had not been brought forward during their annual appointments in June.

*Mr. Cunningham made the motion. Mr. Reilly seconded the motion. The motion carried unanimously.*

2. Mr. Haddad said that he had sent to the Board, under separate cover, the proposed Project Funding Agreement for the Florence Roche Elementary School Project. He respectfully requested that the Board authorize him to sign the agreement on behalf of the Town. He said that the Regional School Committee was scheduled to meet on July 15th to authorize the School Superintendent to sign the Agreement on behalf of the School District. Mr. Haddad said that Town Counsel, Brian Falk would prepare the necessary approvals/certification required once the Board authorized him to sign and the School Committee authorized the School Superintendent to sign. Mr. Haddad explained that this was similar to the authorization the Board granted for previous documents with the MSBA.

*Mr. Cunningham moved that the Select Board authorize the Town Manager to sign the Project Funding Agreement for the Florence Roche Elementary School Project on behalf of the Town. Ms. Manugian seconded the motion. The motion carried unanimously.*

3. Mr. Haddad reviewed the Board's meeting schedule adding that they would be meeting next week to review goals.

### **JOINT MEETING WITH FINANCE COMMITTEE – LINE-ITEM TRANSFERS**

Mr. Haddad said that the Municipal Modernization Act allowed for line-item transfers to be voted on by the Select Board and Finance Committee. He said that Ms. Dufresne had done a great job putting a list together which totaled \$107,444.

Ms. Manugian asked if they could hear about these as they were coming up and not when asked to take action on them. Mr. Cunningham asked about Squannacook Hall repaving. Mr. Haddad said that the Town was responsible for repaving as part of the purchase and sales agreement agreed upon when they sold the building. Ms. Pine asked about the Country Club deficits. Ms. Dufresne provided an explanation. Mr. Robertson said that the only one he was surprised about was the \$19K for the parking lot at Squannacook Hall adding that most of these others were expected and part of doing business. Mr. Degen said he didn't support the request to pave Squannacook Hall and suggested obtaining bids for the work. Mr. Haddad said that the Board signed a deed which stated the Town would pay to pave the parking lot.

Mr. Green said he agreed with their concerns but asked that they approve this and allow the Chief Procurement Officer to perform his due diligence. Ms. Linskey asked if there was a way to note these placeholders so that it didn't sneak up on them.

Mr. Haddad said that they received 2 quotes both for around \$18K. He said that the Town's portion was \$14,852. Mr. Manugian asked if they could look at the deed to make sure there were no other responsibilities.

*Mr. Degen moved that they approve line-item transfers totaling \$92,592 by excluding the portion to repave Squannacook Hall. Ms. Manugian seconded the motion.*

Mr. Haddad said that they signed a deed and had the responsibility to perform the work adding he wanted to in do this in FY21 and not impact FY22. He said that they had the ability to pay for this in FY21 and wanted to do so. Mr. Degen said that this would impact their free cash position. Mr. Haddad said that it would impact their free cash either now or in the fall if they brought it to Town Meeting. Ms. Linskey said this was the proper way to account for this (by spending FY21 funds) adding the liability probably should have happened years ago.

*Manugian-aye; Degen-aye; Cunningham-nay; Pine-nay; Reilly-nay. The motion failed by a 3-2 vote against.*

Mr. Cunningham moved to approve the line-item transfer request of \$107,444. Mr. Reilly seconded the motion. *Manugian-nay; Degen-nay; Cunningham-aye; Pine-aye; Reilly-aye*

*Mr. Robertson moved to approve the line-item transfer request of \$107,444. Mr. Green seconded the motion. The motion carried unanimously.*

The Finance Committee left the meeting.

### **DIVERSITY TASK FORCE UPDATE**

Ms. Majeski and Ms. Collette were present for the Diversity Task Force. Ms. Majeski said that they were bringing two recommendations forward as part of their charge. She said that they were bringing forward a change to the town seal by striking the phrase *holy bible* from the seal. She said that they knew there was a cost associated with this and suggested a gradual phased approach. Ms. Collette said that they agreed that taking holy bible out of the seal was a simple elegant

solution. Ms. Collette said that they had changed as a culture since the seal was developed in the late 1800's. Mr. Degen mentioned that he had abstained from the Diversity Task Force vote on this.

Ms. Majeski said that they were also suggesting that the street name Redskin Trail be changed adding it was derogatory.

Ms. Manugian asked if they considered removing the word faith on the seal also. Ms. Collette said that the town seal was beloved by many residents adding removing the words holy bible would be much less of an issue for some. Mr. Cunningham said he would like to see them do a deep dive into the cost potential the residents might incur with changing the street name.

Mr. Degen said he thought the street name Redskin Trail needed to change. He said that the words holy bible on the seal didn't mean anything to him. He said he thought recognizing the past was important adding the past couldn't be changed. He said that they could put a plaque on their seal or just remove the words holy bible. Mr. Reilly said he wouldn't change the seal if it had the words Koran on it and would still live here. Ms. Pine suggested that they hold a public hearing or two, one for each issue, to discuss each issue separately.

Mr. Prest said that he was part Native American Indian and asked what the issue was with the name Redskin Trail. He said that the Native Americans were not offended by the name Redskin. He said he had an issue with people turning on these terms when the Native Americans were not offended. He said he thought what they were doing was wrong. Ms. Collette said that they had not pursued anything having to do with the name "Indian" adding the only change they were recommending at this time was to change the name of Redskin Trail. Ms. Majeski said that names evolve and thought that was what they needed to take under consideration for the good of their town.

#### **SELECT BOARD ITEMS FOR CONSIDERATION**

1. Mr. Haddad said that the Board had approved an All Alcoholic, On Premise Liquor License for the Herb Lyceum but during the review of the License Application by the ABCC, the investigator assigned by the ABCC wanted the silent partners listed, a more detailed floor plan for the seating outside and a more detailed description of the square footage listed on page one of the application. He said that all of this information had been furnished to them and the Board needs to revoke the application so they could resubmit to the ABCC.

*Mr. Cunningham moved to approve the all alcoholic, on premise liquor license application for the Herb Lyceum as amended. Mr. Reilly seconded the motion. The motion carried unanimously.*

2. *Mr. Degen moved to appoint Fran Stanley with a term to expire June 30, 2022 to the Diversity Task Force as the Representative from the Town. Mr. Cunningham seconded the motion. The motion carried unanimously.*
3. Mr. Haddad said that it was that time of year for the Select Board to call for the 2021 Fall Town Meeting. He said that according to the Charter, the default date for the meeting was the third Monday in October, which would be October 18, 2021. He said that at their last meeting, he asked the Board to consider delaying the meeting by one (1) week to October 25th to give the Assessors a little more time to finalize the Quinquennial Revaluation. Mr. Haddad said that Select Board Member Degen suggested that they hold the meeting on a Saturday. He said that based on this, the Board asked him to provide attendance statistics on the last few meetings held on either a Saturday or Monday. Mr. Haddad said that the Town Clerk provided attendance for the last 3 years showing that attendance was issue driven. He said he didn't think the day of the week mattered.

Mr. Degen explained the advantage for holding a town meeting on a Saturday and getting all business done. He said that beginning a meeting at 7pm on a Monday night didn't hold attendance week after week if they couldn't complete their business in one night. Ms. Pine said that the Moderator moved things along and was not sure if they had more than one night of fall town meeting recently. Ms. Manugian said it was easier for a parent of small children to find care on a Saturday instead of a week night and thought a Saturday was worth trying. Mr. Cunningham said he didn't have a strong feeling one way or another. He said that outdoor meetings on a Saturday had yielded a good turnout. Mr. Reilly said he preferred a Saturday.

Ms. Sartini suggested asking the Herald to do a poll.

Mr. Haddad went over the proposed warrant schedule posted in the packet with the meeting to be held on Saturday October 23, 2021.

*Mr. Degen moved to call for the opening of the Fall Town Meeting warrant today, July 12, 2021 and close the warrant on August 12, 2021 at the close of business and that they call for the Fall Town Meeting to be held on October 23, 2021 to begin at 9:00am. Ms. Manugian seconded the motion. The motion carried unanimously.*

**OTHER BUSINESS**

Ms. Pine said that they were supposed to complete their review of the Town Manager by the 15<sup>th</sup> of July adding there was a request that they ask for an extension. Ms. Manugian asked for a week extension to Friday, July 23<sup>rd</sup>. Mr. Haddad agreed to the extension.

Ms. Manugian asked that they look at liaison assignments as part of their goals.

**MINUTES**

*Mr. Cunningham moved to approve the meeting minutes of June 21, 2021. Ms. Manugian seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to approve the meeting minutes of June 28, 2021 as amended. Ms. Manugian seconded the motion. The motion carried unanimously.*

Ms. Pine adjourned the meeting at 8:36pm.

Approved: \_\_\_\_\_  
Peter S. Cunningham, Clerk

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

Date Approved: 7/26/2021