

## **MINUTES OF THE BOARD OF SELECTMEN MEETING**

May 4, 2015

Meeting held at Pine Grove School

**MEMBERS PRESENT:** Chairman Robert Merry, Vice Chairman Joseph Perry, Clerk Robert Snow (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon) David Petersen - ABSENT

**PUBLIC ATTENDEES:** Lawrence White – FINCOM

### **CALL MEETING TO ORDER**

Chairman Robert Merry called the meeting to order at 6:47 p.m.

### **GENERAL BUSINESS**

1. Road Opening Permit from National Grid to open 87 Wethersfield Street for gas leak repair

Bob Snow made a motion to approve the road opening permit for 87 Wethersfield Street for gas leak repair, Joseph Perry second, all in favor - aye (4-0). Dave Petersen – ABSENT

Selectmen signed the permit.

2. Request from Karen Kaufman and James Norcross to use Town Common for wedding on Saturday, May 23, 2015 at 10:00 a.m.

Joseph Perry made a motion to approve this request, Bob Snow second, all in favor - aye (4-0). Dave Petersen – ABSENT

3. Letter of resignation from Assistant Town Administrator Doreen Glowik

Chairman Merry read Glowik's letter of resignation.

Bob Snow made a motion to accept Glowik's resignation with a heavy heart and regrets, and asked that this letter be re-read at a televised meeting, Joseph Perry second, all in favor - aye (4-0). Dave Petersen – ABSENT

4. Request from Deborah Eagan requesting to lift the hiring freeze for the position of Assistant Town Administrator

Chairman Merry read Eagan's request.

Joseph Perry made a motion to lift the hiring freeze, Bob Snow second, all in favor - aye (4-0). Dave Petersen – ABSENT

5. Request from Deborah Eagan to carry-over vacation unused vacation time

Chairman Merry read Eagan's request.

Joseph Perry made a motion to approve Eagan's request to carry-over her unused vacation time, Bob Snow second, all in favor - aye (4-0). Dave Petersen – ABSENT

Selectmen signed the request.

**NEW BUSINESS**

1. Discuss Town Meeting
  - Moderator Pro Temp
  - Sign motions

Chairman Merry read the following:

Moderator Pro Temp

*Town Moderator Joan Petersen will not be attending tonight's Town Meeting due to personal reasons.*

*Selectman Robert Snow has been in touch with Joan and has been reviewing the town meeting procedures. Robert Snow is offering to serve as the moderator of the Annual and Special Town Meetings.*

*Robert Snow will have to be nominated and voted on at the very start of each Town Meeting tonight. In anticipation of his nomination, Debbie has prepared a motion to nominate Robert Snow as acting moderator of the Annual and Special Town Meeting. Debbie has had town counsel review it and she is fine with it. Debbie has assigned these motions to Chairman Bob Merry.*

Sign Motions

*Dave Petersen is not feeling well and so Board of Selectmen's motions will be made entirely by either Robert Merry or Joseph Perry and they will each have to second the other's motions.*

2. Authorize renewal of FY 16 Property & Casualty Insurance Renewal and FY 16 Police and Fire Accident Insurance

Chairman Merry read the following:

*Debbie needs to renew the Town's insurance policies with MIIA for FY 16.*

*The Property & Casualty & Worker's Compensation premiums have come in much lower than MIIA originally advised. Debbie budgeted for a six percent (6%) increase, but because of the financial strength of the insurance pool, they have lowered the FY 16 increase to six-tenths of a percent (.6%). This will result in substantial savings to the Town. Also, Debbie receives a "prompt payment" reduced premium rate by paying for the entire premium within one month of the new fiscal year. This will save even more funds for the Town.*

*Also, the Police and Fire Accident policy needs to be renewed for FY16. The FY increase is less than \$1,000 and is a result of slight increase in personnel.*

*Chairman Merry will call for a motion and vote to authorize Debbie to renew these two Town insurance policies.*

Joseph Perry made a motion to authorize Debbie to renew these two Town insurance policies, Bob Snow second, all in favor - aye (4-0). Dave Petersen – ABSENT

3. Discuss Cemetery gravesite complaints and Cemetery Department Task Force

Eagan said responses have been sent to the complaints from the Navy officials. Snow said this should be discussed further at next week's meeting.

**OLD BUSINESS**

1. Discuss State Ethics Disclosures filed by Deborah Eagan, Amy Lydon and Robert Snow

Chairman Merry read the following:

*Town Counsel Judy Pickett contacted the State Ethics Commission to address the appearance of Conflict of Interest that Debbie, Amy and Robert Snow have in connection with the YMCA of the North Shore.*

*After discussing this with an attorney at the State Ethics Commission, she sent a letter outlining the procedures that Debbie, Amy and Robert Snow need to follow in order to work on the YMCA Camp lease.*

*Debbie and Amy filed Disclosures of Appearance of Conflict of Interest as Required by G.L. Chapter 2268A, §23(b)(3) with the Board of Selectmen.*

*Robert Snow needs to also complete this form, but he needs to file it with the Town Clerk.*

2. Update on former Girl Scout land camp area

Chairman Merry read the following:

*Debbie is having the Title 5 work done on the camp area of 390 Wethersfield Street. We had intended to do this after we purchased the property in December. Back in January, Debbie had solicited prices from septic companies, but once the snow came, it was impossible. Debbie has solicited prices from three companies and has hired the lowest priced company, DF Clarke, to do the Title 5 inspection work on Friday, May 15<sup>th</sup>. DF Clark is charging \$1,200. Frank Marchegiani and Bob Merry will be on site for this project.*

*Additionally, Debbie will be sending the lease agreement, which is outlined under the terms and conditions section of the RFP, to the YMCA. The Board has received the memo from Town Counsel Judy Pickett on proceeding with the lease. The YMCA will also need to get the proper camp license from the Health Department and a special permit from the Planning Board.*

Snow said Dave Clarke is a friend of his from Rotary. Eagan said there is no conflict since Snow doesn't have a business relationship with Clarke.

3. Update on Town Hall floor project

Chairman Merry read the following:

*We have finished with the Town Hall floor project. Using the moving company for the office furniture and cabinets and PRS Group for the computers was key to having this project go smoothly.*

*After we pay these bills, if we have enough in this account, we will purchase new rugs for the doorways – front and portico side.*

The consensus of the Board was to purchase the rugs.

4. Update on Annex exterior stairway project and MGL Ch. 44 § 33B(b) transfer

Chairman Merry read the following:

*We have replaced the exterior stairway in the back of the Annex that serves as an emergency means of egress for the Senior Center. As you will recall, we had to remove the dilapidated fire escape prior to the repair and restoration of the Annex exterior.*

*Unfortunately now, the door at this entryway is rotted and cannot be used. Debbie needs to replace the door and purchase the appropriate hardware in accordance with the state building code. The door must have a push bar. Additionally, Debbie needs to purchase an "Exit" sign to be placed over the door.*

*We have \$367 left in the project budget. Debbie is recommending that we transfer \$2,000 from the Blanket Insurance line to the Annex line to cover this cost. We must have this door replaced as soon as possible with the appropriate hardware. Does the Board wish to approve this transfer pursuant to Mass. General Laws Chapter 44 § 33B(b)?*

Joseph Perry made a motion to approve the transfer as proposed, Bob Snow second, all in favor - aye (4-0). Dave Petersen – ABSENT

The Selectmen signed the transfer form.

#### **ADJOURN TO TOWN MEETING**

There being no further business before the Board, Chairman Merry called for a motion to adjourn to Town Meeting. Bob Snow so moved, Joseph Perry second, all in favor – aye (4-0). Dave Petersen – ABSENT

Open meeting adjourned at 7:15 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

#### **ATTACHMENTS:**

1. Road Opening Permit application from National Grid to open 87 Wethersfield Street for gas leak repair.
2. Request from Karen Kaufman and James Norcross to use Town Common for wedding on Saturday, May 23, 2015 at 10:00 a.m.
3. Letter of resignation from Assistant Town Administrator Doreen Glowik, April 29, 2015
4. Letter from Town Administrator Deborah Eagan requesting to lift the hiring freeze for the position of Assistant Town Administrator.
5. Memorandum from Town Administrator Deborah Eagan, May 4, 2015, requesting vacation carry-over.

4. Meeting memo regarding New Business #1: Discuss Town Meeting -Moderator Pro Temp-Sign motions
5. Meeting memo regarding New Business #2: Authorize renewal of FY 16 Property & Casualty Insurance Renewal and FY 16 Police and Fire Accident Insurance
6. Meeting memo regarding New Business #3: Discuss Cemetery gravesite complaints and Cemetery Department Task Force
7. Email correspondence with Captain Donald Bosch regarding Cpl. Roy M. Marr, including attached photos
8. Email correspondence with Captain Donald Bosch regarding Concerned about a fellow Navy veteran
9. Email correspondence with Winky White regarding Gravesite Al Doak...U.S. NAVY
10. Email response from Robert Snow to Captain Donald Bosch regarding Concerned about a fellow Navy veteran, including photo
11. Email correspondence regarding Voicemail from MaryAnn McGeorge
12. Meeting memo regarding Old Business #1: Discuss State Ethics Disclosures filed by Deborah Eagan, Amy Lydon and Robert Snow
13. Memo from Judith Picket regarding Conflict of Interest
14. Disclosure of Appearance of Conflict of Interest as Required by G.L. c. 268A, section 23(b)(3) completed by Deborah Eagan
15. Disclosure of Appearance of Conflict of Interest as Required by G.L. c. 268A, section 23(b)(3) completed by Amy Lydon
16. Meeting memo regarding Old Business #2: Update on former Girl Scout land camp area
17. Memo from Judith Picket regarding Girl Scout property bid protest
18. Meeting memo regarding Old Business #3: Update on Town Hall floor project
19. Meeting memo regarding Old Business #4: Update on Annex exterior stairway project and MGL Ch. 44 section 33B(b) transfer
20. Email correspondence regarding 39 Central Street Rear Door replacement
21. MGL Ch. 44 section 33B(b) transfer for the doorway at the Annex