

Date: February 3, 2020

Date Minutes Approved: February 10, 2020

TOWN CLERK

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BOARD OF SELECTMEN MINUTES

OPEN SESSION, DUXBURY, MASS.

Present: David J. Madigan, Chair; Theodore J. Flynn, Vice Chair.

Absent: Shawn Dahlen, Clerk.

Staff: René J. Read, Town Manager; John Q. Adams, Finance Director and C. Anne Murray, Administrative Assistant

I CALL TO ORDER

The meeting was called to order in Open Session at 7:00 PM in the Duxbury Town Hall (Mural RM).

II OPEN FORUM - Nothing was brought forward.

III NEW BUSINESS

Discussion regarding Vehicle Use Policy – presented by John Q. Adams

Finance Director John Adams mentioned the following regarding the proposed Municipal Vehicle Use (MVU) Policy:

- Reimbursement of Use: Mr. Adams said that this was one of the main changes from past Duxbury practices. Under proposed MVU policy the reimbursement for use will be based on the IRS standard mileage rate vs. a rate set by the Town. The IRS standard rate typically changes annually as of January 1st, and employees will be notified of any rate changes.
- Tax Value: How calculations will be done when vehicle use is a “fringe benefit” for commuting purposes, which does not include public safety official vehicles. Policy proposes 2 methods based on mileage:
 - 25 miles or less: Will be taxed \$1.50 each way for commuting days; and
 - More than 25 miles: Will be taxed at the “lease value rate”
- The above were the main changes to what the practice has been.
- Just having a MVU Policy and the Operator’s License Requirement (VI. Section 5), which allows the Town to check the Operator’s License status, will give the Town a credit on its insurance.

Mr. Madigan asked if there was any out-of-state travel? Answer: Mr. Read said there have only been rare instances. He mentioned when Fire Department personnel were sent to help after 9-11 in NYC, to assist in flood emergency situations, and to pick up and bring back a new fire vehicle.

Mr. Flynn moved that the Board of Selectmen approves and adopts the Duxbury Municipal Vehicle Use Policy, as presented, and to be effective immediately. Second by Mr. Madigan. VOTE: 2:0:0.

Discussion of Annual Town Meeting & Special Town Meeting Articles, including, but not limited to the following:

[Editorial Note: ATM = Annual Town Meeting and STM = Special Town Meeting.]

Mr. Read distributed the 02-03-20 “One Liners” Spreadsheet –DRAFT, 01-30-20 STM Warrant-DRAFT, and the 02-03-20 ATM Warrant –DRAFT. The “One Liners” Spreadsheet shows the article number, article title, the sponsor, the dollar amounts (if applicable), and the dates reviewed, and the votes of the Selectmen and the Finance Committee.

Mr. Read began by acknowledging Mr. Adams efforts in putting together the STM Warrant. He said those articles are not intended for discussion tonight, but he wanted the Selectmen to have a draft of the STM Warrant.

Then Mr. Read gave the rationale used for the ordering of the articles:

- He and Mr. Madigan took into consideration voter participation, the timing of when the articles might come up at Town Meeting, and logical groupings of articles.
- Articles 1- 11 are the standard, annual articles.
- *[Editorial Note: Article 12 is from the Duxbury Nuclear Advisory Committee regarding Pilgrim Nuclear Power Plant Decommissioning – Safer Spent Fuel Storage.]*
- Articles 13-19 involved monetary aspects so they felt those articles should be taken up closer to the budget articles. They include: Art. 13 Town Meeting Warrant publishing, Art. 14 Funding for Implementation of the IT Study, Art. 15. An Enterprise Fund for the ROCCO, Art. 16 Compensation and Classification Study; Art. 17. Seawall Matching Grant Funds, Art. 18 Powder Point Bridge Repairs, and Art. 19 Engineering Design Exit 10/ Tremont ST.
- Articles 21-21 are citizen petitions.
- Articles 23-29 are zoning articles, which made sense to be presented together and in sequential order.
- Article 30 and on: If Town Meeting gets through Saturday and to article 30, then if might be possible to let people know in advance that the CPC articles will likely come up on Monday, March 16th in the evening as a continuation of the ATM. So people interested specifically in the CPC articles, including among others Art. 39. A Conservation Land Purchase –Temple ST-Harrington Property and Art. 40 a citizen petition to increase the CPA surcharge, could plan for it.

2020 ATM Art. 2 – Reports

Approval of this article allows for the presentation of reports. Mr. Read said that there is one anticipated report coming from the Information Technology (I.T.) Committee.

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 2 (Reports), as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 3. Compensation of Elected Officials

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 3 (Compensation of Elected Officials), in the amount of \$91,400, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 5 Operating Budget

Mr. Read note the operating budget has been approved by the Finance Committee.

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 5 (Operating Budget), in the amount of 84,293,720, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 7 Small Equipment and Minor Services

Referring to the table in the ATM Warrant under Art. 7 Mr. Madigan mentioned the following project requests:

BOS / Town Hall	Irrigation System
Police Dept.	2020 Kawaski UTV and Speed Monitor Trailer
Fire Dept.	Lucas CPR Device & Repair/Refurbish Ladder 1
Harbormaster	Aids to Navigation Buoys & Office Chairs
School Dept.	Carpet Replacement & Replace Storage Shed- Athletics
DPW –Highway	Engine Diagnostics Scanner
Cemetery	Grave Trench Shoring
Library	Reupholster Sofas
Recreations	Lifeguard Chair / Tower (This would be an added one.)
<u>North Hill Golf Course</u>	<u>Replace Privacy Fence</u>
TOTAL COST:	\$113,395

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 7 (Small Equipment and Minor Services), in the total amount of \$113,395, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 8 Union Contracts

Mr. Read said he does expect there will be some Union Contracts, but they will be taken up under the STM Warrant so this ATM article should be indefinitely postponed.

Mr. Flynn moved that the Board of Selectmen vote to indefinitely postpone 2020 ATM Art. 8 (Union Contracts), as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 9 Electronic Balloting

Mr. Madigan explained this article is for funding the electronic balloting devices for the FY'21 ATM.

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 9 (Electronic Balloting), in the amount of \$35,000, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 10 Duxbury Beach Lease

Mr. Madigan suggested that there might be some discussion about this article. He explained that the Town and the Duxbury Beach Reservation, Inc. ("DBR) had changed their lease agreement this year, which will flow into next year. Under the new terms the Town will be responsible for safety and beach monitoring, and the DBR will be responsible for taking on the wildlife monitoring.

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 10 (Duxbury Beach Lease), in the amount of \$850,000, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 11 Fourth of July Appropriation

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 11 (Fourth of July Appropriation) in the amount of \$15,000, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 13 General By-Law Amendment – Town Warrant Publishing

Mr. Read said that this article is a General Bylaw, which is intended to save some money by allowing the Town Warrant to be published online instead of in the newspaper. Savings would be approximately \$5,000.

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. #13 (General By-Law Amendment – Town Warrant Publishing), as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 14 Funding for Implementation of Recommendations of I.T. Study

Mr. Madigan said this article will likely have some discussion at Town meeting. This article is for the upgrades to the Town's Information Technology (I.T.). The I.T. Study found that the Dux. Public Schools' I.T. were at or above acceptable standards, but the Town's I.T. was not. Most of the Town's systems are at Windows 7, which Microsoft is no longer supporting.

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 14 (Funding for Implementation of Recommendations of I.T. Study), in the amount of \$217,875, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

2020 ATM Art. 19 Engineering Design Exit 10 / Tremont ST

Mr. Read said that this is with regard to future traffic signalization at Exit 10, which is being applied for jointly with Kingston. Kingston has already passed their portion of the funding for engineering design at their Town Meeting. This article is for the passage of the Duxbury share so that the initial engineering design can be done. Once the design is done, then the expectation is that the State would fund the construction / implementation.

Mr. Flynn moved that the Board of Selectmen approve 2020 ATM Art. 19 (Engineering Design Exit 10 / Tremont ST), in the amount of \$235,000, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

IV TOWN MANAGER'S REPORT

Town Manager René Read mentioned the following:

1. Upcoming CPC Public Meeting:

Mr. Read said that although it is in the Selectmen's Announcements he felt it is worth mentioning twice. The Conservation Preservation Committee (CPC) is holding a meeting in advance of Duxbury's Annual Town Meeting to review CPC projects, the CPC financials and for discussion about the article calling for an increase in the CPA surcharge. The meeting will be held on Thursday, February 6, 2020 at the Duxbury Senior Center (Ellison RM), 10 Mayflower ST from 7:00 pm to 9:00 pm.

He added that at this meeting there might be some discussion about using CPC funds for the purchase of the Harrington Property (761 Temple ST). It still remains to be determined what the Town's position will be, and this is being worked on with Town Counsel.

2. 0 East ST Property (Loring Bog):

Regarding 0 East ST (Loring Bog), which is another Chap. 61A property, Mr. Read said that he has been working through the process with Town Counsel for the preparation of the Purchase and Sale (P&S) Agreement and the Notice of Intent (NOI) to Purchase to the Seller, so the Town can exercise its Right of First Refusal (ROFR) by the February 20, 2020 deadline. A deposit of \$36,995 will accompany the P&S Agreement and NOI. The closing will then occur within 90 days of the execution of the P&S Agreement by all parties. The purchase is being accomplished with funding already appropriated to the Duxbury Affordable Housing Trust so this will not require Town Meeting action.

3. Meeting on Information Technology

Mr. Read mentioned that he attended a joint meeting today with IT Study Committee members and School representatives to discuss the configuration of the reporting structure of the IT Dept. This has to do with the hiring of a Chief Technology Officer (CTO) recommended by the I.T. study.

V COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/ RESIGNATION -none

VI ONE-DAY LIQUOR LICENSE REQUESTS

02-23-20 Duxbury Art Complex Museum Artist Reception

Mr. Flynn moved that the Board of Selectmen grant to Ms. Doris Collins, as a representative of the Duxbury Art Complex Museum, a One-Day Wine & Malt License to hold an artist reception on Sunday, February 23, 2020 from 1:30 PM to 3:30 PM at the Art Complex Museum, 189 Alden Street, contingent upon the conditions on the License. Second by Mr. Madigan. VOTE: 2:0:0.

VII EVENT PERMITS

05-08-20 Ragnar Relay

Mr. Flynn moved that the Board of Selectmen grant to **Ambler** Sadlier, as representative of the Ragnar Relay Series permission to conduct a portion of their Ragnar Cape Cod 2020 in the Town of Duxbury from approximately 4:00 am to 2:00 pm on Friday, May 8, 2020, contingent on the conditions on the permit. Second by Mr. Madigan. VOTE: 2:0:0.

VIII MINUTES

Mr. Flynn moved that the Board of Selectmen approve the 01-27-20 Selectmen's Minutes, as presented. Second by Mr. Madigan. VOTE: 2:0:0.

IX ANNOUNCEMENTS

Mr. Flynn made the following announcements:

1) Presidential Primary Registration:

The last day to register to vote or change party affiliation for the Presidential Primary is **Wednesday, February 12, 2020**. The Town Clerk's office will remain open until 8 PM on that day for late registrants.

2) Community Preservation Meeting:

Conservation Preservation Committee (CPC) is holding a meeting in advance of Duxbury's Annual Town Meeting to review CPC projects, the CPC financials and for discussion about the article calling for an increase in the CPA surcharge. The meeting will be held on Thursday, February 6, 2020 at the Duxbury Senior Center (Ellison RM), 10 Mayflower ST from 7:00 pm to 9:00 pm.

3) Table Reservations For Town Meeting:

If you or your organization is interested in reserving a table to display information at the Duxbury Town Meeting on Saturday, March 14, 2020, please contact the Board of Selectmen office (Ext. 5402). Tables are limited and will be assigned on a first-come, first-serve basis with preference given to Duxbury boards and committees and Duxbury civic organizations. The deadline for reserving a table is Wednesday, March 11, 2020 by end of the business day (4 PM).

4) Next Scheduled Selectmen's Meeting will be on Monday, February 10, 2020.

XI ADJOURNMENT

At approximately 7:30 pm, Mr. Flynn moved the Board of Selectmen adjourn. Second by Mr. Madigan. VOTE: 2:0:0.

Minutes prepared by: C. Anne Murray

LIST OF DOCUMENTS FOR 02-03-20 SELECTMEN'S MEETING:

1. *Agenda for 02-03-20 Selectmen's Meeting*
2. *OPEN FORUM: none*
3. *NEW BUSINESS:*
 - a) *Duxbury Municipal Vehicle Use Policy -Draft*
 - b) *02-03-20 ATM Warrant -Draft; 01-30-20 STM Warrant -Draft; and 02-03-20 "One Liners" Spreadsheet -Draft.*
4. *TOWN MANAGER REPORT: none*
5. *COMMITTEE APPOINTMENTS/REAPPOINTMENTS - none*
6. *ONE-DAY LIQUOR LICENSES: 2-23-20 ACM Artist Reception*
7. *EVENT PERMITS: 2020 Ragnar Relay 05-08-20*
8. *MINUTES: EXECUTIVE SESSION: none; OPEN SESSION MINUTES: 01-27-20*
9. *SUGGESTED ANNOUNCEMENTS for 02-03-20*