

**Date:** August 2, 2021  
**Date Minutes Approved:** 08/23/2021

TOWN CLERK

2021 AUG 24 PM 2:57

## **BOARD OF SELECTMEN**

OPEN SESSION MINUTES  
DOXBURY, MASS.

**Present:** Amy M. MacNab, Chair; Fernando Guitart, Vice Chair; Cynthia Ladd Fiorini, Clerk; Theodore J. Flynn; and Michael McGee

**Absent:** None

**Staff:** René Read, Town Manager; Michelle Seda-Stotts, Administrative Assistant to Town Manager and Board of Selectmen

**Others:** Wayne Dennison, Lauren Hache, Karen Wong, Maarten Hemsley, Tara Downes

**CONVENED IN OPEN SESSION** (*via remote participation of the Board members and staff*)

### **I. PLEDGE OF ALLIGIANCE**

### **II. 6:30PM EXECUTIVE SESSION: King Caesar Fund Matters**

**III. OPEN FORUM PUBLIC COMMENTS:** No official "open forum" as these are remote meetings. No public comments via phone calls or emails were received during this meeting. Mr. McGee did Thank the DBR and Beach Ops for opening the second crossover in a very professional manner and he appreciated their efforts. Ms. Ladd Fiorini attended the first Temple Street property working group and was looking forward to a resolution and decision making on the property. Ms. MacNab also discussed a call from a resident regarding the beach closing at 8pm and she explained that the Piping Plover was still nesting in that area. Ms. MacNab also mentioned visiting the current DPW facilities and addressed issues in that department and thanked Peter Buttkus for his time and information.

### **III. NEW BUSINESS**

#### **Discussion pertaining to Committee Appointment Process**

Ms. MacNab began the discussion by addressing the memo that she and Mr. Read drafted to come up with a more structured process for the Committee Appointment Process. For the non-regulatory boards the process was streamlined with Talent Banks going straight to the Chair of each board for review and consideration by the Board of Selectmen Liaison. The regulatory boards, because they are decision making boards, have a more comprehensive process. There is a vetting process that they follow. Ms. Ladd Fiorini had questioned if the applicant had more than one committee selected, did that Talent Bank go to each of those committees. Mr. Read proceeded to answer by reading the new process and placed it on screen for everyone to see:

Dear Members,

While the General Bylaws require the Board of Selectmen to make appointments to some Boards and Committees, there really is no formal committee appointment procedure.

In the recent past, a given board or committee would decide upon a candidate to forward to the Board of Selectmen for approval. Some chairs would let the office staff know (usually via email) that they wanted a particular person appointed and the Board of Selectmen would approve it as presented. In other cases, some committees would vote on an applicant and then send a note or an email to the staff to request that the Board make the appointment of

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the individual. And in other cases, some committee chairs might go to their Board of Selectmen liaison and then the Selectman would let the staff know to prepare an appointment slip.

In order create a uniform process, allow a more in-depth review of all applicants, and ensure the maintenance of efficiency and productivity, I would suggest the following processes:

For new vacancies on advisory boards and committees:

- 1.) Talent Bank Applications are received by Town Manager's office.
- 2.) Staff forwards these applications to the respective board or committee chair and Board of Selectmen committee liaison.
- 3.) The committee schedules a meeting of their membership for interviews with the prospective candidate(s) at which the Board of Selectmen liaison (or alternative) is present.
- 4.) The committee members and Board of Selectmen liaison (or alternative) ask interview questions of the applicants. Note: Interview questions must be reviewed by Human Resources prior to the interview meeting.
- 5.) The committee (only) votes and makes their recommendation to the full Board of Selectmen.
- 6.) Following receipt of the recommendation from the committee, the full Board of Selectmen will vote on the applicant(s) as presented.

For new vacancies on regulatory boards and committees (i.e., Zoning Board of Appeals, Board of Health and Conservation Commission):

- 1.) Talent Bank Applications are received by Town Manager's office.
- 2.) Staff forwards the applications to the respective board or committee chair and all Board of Selectmen members.
- 3.) The committee schedules a meeting of their membership for interviews with the prospective candidate(s) at which the Board of Selectmen committee liaison and one (1), pre-determined Board of Selectmen member are present.
- 4.) The committee members and both Board of Selectmen members ask interview questions of the applicants. Note: Interview questions must be reviewed by Human Resources prior to the interview meeting.
- 5.) The committee (only) votes a recommendation to the full Board of Selectmen.
- 6.) Following receipt of the recommendation from the committee, and input and recommendation from the BOS liaison members, the full Board of Selectmen will vote on the applicant(s) as presented.

The rationale is that this process provides the Board of Selectmen the opportunity to be more engaged in reviewing the Talent Bank forms and interviewing the proposed candidates for a specified open seat. Further, the process is designed to be fair and to provide transparency via an open, posted meeting of that board/committee seeking to fill a vacancy.

Once this process is clarified, we will be sure to post it on the Town's website. The Talent Bank form (which is already on the website) can reside on a "Volunteer" page – or whatever name we determine - so that it is easily accessible. Finally, we can also send out vacancy notices via Town News as another notification option.

Ms. Seda-Stotts proceeded to state the current process is to distribute talent banks to those committees that have openings as Mr. Read had just read and that due to Covid restrictions the process had slowed down, however, they are fine tuning the process and a spreadsheet was created to make that process easier and faster. Ms Ladd Fiorini was also asking about Thanking applicants for their submittal and Mr. Read said that it was part of the process. Ms. MacNab suggested they proceed with the process as stated in the memorandum. Mr. McGee suggested that in order to speed the process, that the wording should be "may" be present at meeting for the Board of Selectmen. Mr. Guitart suggested that the Liaisons be present at each of the regulatory meetings, since it is an important committee. Ms Ladd Fiorinin suggested that since they may not be able to attend every meeting, that the wording be changed to "at which the Board of Selectmen (or alternative) is present" due to possible conflict of scheduling. They all agreed. Mr. Read read the memo from Mr. Flynn who could not attend tonight's meeting, but wanted his input read regarding the committee talent process:

Please include my input into tonight's discussion

We have addressed the admin part...notification and tracking which had suffered due to COVID and staffing shortfalls. We have trouble filling committee billets, currently there are 9 unfilled slots.



I do not support the necessity for a liaison to be at the interviews nor especially 2 members at regulatory boards.  
Overkill!

Committees and their chairs know what they need. They don't need us. We need to market the committees.

Thanks

More discussion was had about Mr. Flynn's comments and the changes to the Memorandum where discussed further and made. Mr. McGee asked if anyone was waiting to ask questions or comments, Mr. Read said he had a discussion with Wayne Dennison who suggested that they conduct preliminary interviews in executive session for privacy of individuals. Mr. Guitart agreed with hosting meetings in executive sessions, as did all Board of Selectmen. They all agreed process is in effect.

Ms. MacNab thanked them again and moved onto the next topic of discussion.

## **VI TOWN MANAGER'S REPORT**

Mr. Read provided the following updates:

### **Duxbury Beach**

Information provided to our office by Bradford Bower, Program Coordinator for Duxbury Beach Reservation, Coastal Ecology Program:

#### **Piping Plover Activity**

- PIPL Pairs: ~20
- Nests: 0
- PIPL Broods: 8
- Fledged Broods: 13

#### **Status**

As of Friday July 30th, the second crossover has reopened to a capacity of 160 vehicles (80 resident and 80 non-resident) and nighttime driving (after 8 p.m.) will remain prohibited for the foreseeable future

At this time, Crossover 1 remains closed as there are both nests and young chicks, and we expect Crossover 1 will continue to be closed for several more weeks as well. The DBR field staff are keeping a close eye on both Piping Plover and Least Tern activity on the beach and they will communicate any changes to the Restricted Areas as chicks fledge and/or leave the area. If circumstances allow for re-opening sooner, we will be sure to notify the public.

We continue to have issues with speeding and passing along the back road and we remind motorists that speeding and passing along the back road are prohibited and caution should be exercised while driving.

And now that things are starting to re-open, we also ask that beach patrons, particularly those using the ORV portions of the beach, continue to practice patience and politeness when visiting the beach and especially toward the beach staff who are providing assistance.

Please note that access to the Off-Road Vehicle corridor could change on a daily basis. We will provide updated information if any sudden changes occur which can be found on the following social media outlets on a daily basis:

Twitter: @BeachDuxbury

Instagram: Duxbury\_beach\_ops

Please note that neither the Twitter or the Instagram is monitored 24/7 and is for outbound informational purposes only.

### **Harrington Property**

The working group had its first meeting this evening which was a site visit to the property during which we reviewed the property plans, discussed the lots to be included in the historic district and the lots to be used by the DAHT. Once they have more information to report, I will be sure to pass it along.

Ms. Mac Nab added a Thank you to Zoning Enforcement officer Jim Wasielewski and Jim Dowd for being very responsive and courteously helping her with an issue. Mr. McGee also asked about the Harrington project and the parcel that is fitting into the Historic District. A discussion followed and Mr. Read put a map showing the areas affected and how they are planning to be developed.

## **VII COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS**

Ms. Ladd Fiorini moved that the Board of Selectmen appoint or re-appoint for the following:

<b><u>Board / Committee</u></b>	<b><u>Appointment/Re-appointment/Resignation</u></b>	<b><u>Term</u></b>
<b><u>Economic Advisory Committee</u></b>		
Deborah Bowen	FY22 Re-Appointment	06-30-2024
Kurt Franke	FY22 Re-Appointment	06-30-2024
John Bear	Resignation	
<b><u>Highway Safety Advisory Committee</u></b>		
Cpt. Brian Monahan	FY22 Appointment	06-30-2023
Sgt. Chris Mori	FY22 Re-Appointment	06-30-2023
Off. Kyle McElroy	FY22 Re-Appointment	06-30-2023
<b><u>South Shore Recycling Cooperative</u></b>		
Norman Smith	FY22 Appointment	06-30-2022
<b><u>Board of Appeals (Zoning)</u></b>		
Tanya Trevisan	FY22 Appointment	06-30-2022

### **The following boards/committees have available seats:**

<i>Alternative Energy Committee</i>	-	<i>one seat</i>
<i>Design Review Board</i>	-	<i>one Alternate seat</i>
<i>Duxbury Bay Mgmt Commission</i>	-	<i>two seats</i>
<i>Duxbury Seawall Committee</i>	-	<i>one seat</i>
<i>Finance Committee</i>	-	<i>one seat</i>
<i>Historical Commission</i>	-	<i>one seat</i>
<i>Municipal Commission on Disability</i>	-	<i>one seat</i>
<i>Sidewalk &amp; Bike Path Committee</i>	-	<i>one seat</i>

***Comments: If anyone is interested in volunteering on a board or committee, you are encouraged to fill out a Talent Bank form, which can be found on the Town's website under the Forms & Documents tab.***

*Seconded by Mr. McGee Roll Call Vote: Ms. MacNab-Aye; Ms. Ladd Fiorini-Aye; Mr. McGee-Aye; and Mr. Guitart-Aye.*

## **VIII ONE-DAY LIQUOR LICENSE REQUESTS**

### ***10/16/21 Duxbury For All & Duxbury Rotary Club Comedy Night Fundraiser***

Ms. Ladd Fiorini moved that Ms. Karen Wong, as a representative of Duxbury For All and the Duxbury Rotary Club, is granted a One-Day Wine & Malt License to hold a Comedy Night Fundraiser event on Saturday, October 16, 2021 at the Duxbury Senior Center on 10 Mayflower Street, from 6:30pm to 10:00pm, contingent upon the conditions of the license.

*Seconded by Mr. Guitart Roll Call Vote: Ms. MacNab-Aye; Ms. Ladd Fiorini-Aye; Mr. McGee-Aye; and Mr. Guitart-Aye.*

## **IX EVENT PERMITS**

### ***08/12-8/14/21 Morse Code LLC – The Mothership Filming Event Permit***

A discussion was had with Mr. Schneider of the filming company and Ms. Lutazi of Duxbury Beach Reservation who explained the process.

Ms. Ladd Fiorini moved that Mr. Tim Gorman, Location Manager, and Mr. Josh Schneider, Location Assistant, and as representatives of **Morse Code LLC – *The Mothership***, are granted permission to hold filming sessions in Duxbury during August, 2021 (prep date Wednesday, August 11 or Thursday, August 12 (dependent on shoot day); filming date Thursday, August 12 or Friday, August 13; and wrap date Saturday, August 14 or Monday, August 16, contingent upon the conditions of the permit.

*Seconded by Mr. Guitart Roll Call Vote: Ms. MacNab-Aye; Ms. Ladd Fiorini-Aye; Mr. McGee-Aye; and Mr. Guitart-Aye.*

## **X MINUTES**

Ms Ladd Fiorini moved to accept the open session minutes from July 26, 2021 as written.

*Seconded by Mr. Guitart Roll Call Vote: Ms. MacNab-Aye; Ms. Ladd Fiorini-Aye; Mr. McGee-Aye; and Mr. Guitart-Aye.*

## **XI ANNOUNCEMENTS**

- 1) **Next Scheduled Selectmen's Meeting** will be on Monday, August 23, 2021 at 6:00pm in the Ellison Room at the Senior Center. This will be a joint in-person meeting with the Finance Committee, Fiscal Advisory Committee, School Committee and the Board of Selectmen to discuss the FY23 Budget.

## **XII ADJOURNMENT**

Ms. Ladd Fiorini moved that at approximately 7:50p.m., the Board of Selectmen adjourn.

*Seconded by Mr. Guitart Roll Call Vote: Ms. MacNab-Aye; Ms. Ladd Fiorini-Aye; Mr. McGee-Aye; and Mr. Guitart-Aye.*

*Minutes submitted by Michelle Seda-Stotts*

### *LIST OF DOCUMENTS*

- 1) *Agenda*
- 2) *Memo Re: Committee Appointing Process*
- 3) *Town Manager's Report*
- 4) *Boards & Committee Appointments*
- 5) *ODLL – Duxbury For All & Duxbury Rotary Comedy Night Fundraiser*
- 6) *Event Permit – Morse Code LLC – The Mothership Filming Event*
- 7) *Minutes for July 26, 2021 meeting*
- 8) *Announcements*