

**Date: January 11, 2021**

**Date Minutes Approved: January 25, 2021**

TOWN CLERK

**BOARD OF SELECTMEN**

2021 JAN 26 AM 10:16 OPEN SESSION MINUTES

DUXBURY, MASS.

**Present:** Theodore J. Flynn, Chair; David J. Madigan, Vice Chair; and Amy M. MacNab, Clerk

**Staff:** René Read, Town Manager; John Q. Adams, Finance Director; and Nancy O'Connor, Executive Assistant

**Others:** Valerie Massard, Planning Director; Jeannie Horne, HR Director; and Fire Chief Kevin Nord

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

**I. CALL TO ORDER** This meeting was called to order at approximately 7:00 pm. *This Open Meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the COVID-19 Virus. In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely. The Order, which you can find posted on our agenda, allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. For public access – please email at [occonnor@town.duxbury.ma.us](mailto:occonnor@town.duxbury.ma.us) or call-in at 781-934-1100 x5400 for questions or comments. This meeting is convening via Zoom video conference produced and recorded by PACTV, and can be viewed live on the Duxbury Government Access Channels – Verizon 39 or Comcast 15; or for those without cable, on PACTV's Prime streaming channel at [PACTV.org/LIVE](http://PACTV.org/LIVE). This meeting will then be available via video on-demand on PACTV's website ([www.pactv.org](http://www.pactv.org))*

**II 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.

**III. NEW BUSINESS**

***Vote to close the Annual and Special Town Meeting Warrants***

Mr. Read mentioned that he talked with Town Counsel regarding those articles that were left over from the last Annual Town Meeting, and he was informed that those articles can be rolled forward and included in this Annual Town Meeting. Mr. Read also stated that there will be approximately 40-50 articles in the warrant. Ms. MacNab asked where we were with the date change of Town Meeting. Mr. Read answered that the Emergency Declaration is still in place so we can easily move to another date after March, but preferably before July 1; and once that date has been determined, it would be announced at a Selectmen's meeting. Mr. Flynn inquired if we can use the High School gym set-up as we did the last time. Mr. Read responded yes, as long as the space was available.

Ms. MacNab moved that the Board of Selectmen close the March 13, 2021 Annual and Special Town Meeting Warrants.

*Seconded by Mr. Madigan. Mr. Flynn-Aye; Mr. Madigan-Aye; Ms. MacNab-Aye*

***Discussion pertaining to Complete Streets Policy – presented by Valerie Massard, Planning Director***

Ms. Massard stated that as part of the Comprehensive Plan and a way for the Town to secure its place for funding through the State, the Complete Streets Policy is a planning phrase that means the streets provide safe and accessible option for all travel modes – walking biking, transit and vehicles – for everybody. She continued to say that there have been two public comment periods, review by the community, Department Heads, and pertinent boards and committees. She stated that the Planning Board has approved and recommended the proposed policy to the Selectmen. This draft policy has been thoroughly vetted. She also added that over 200 communities have similar policies in place.

Mr. Madigan asked if these are for new projects or upgrades. Ms. Massard responded that it would be based on the project. She added that there have been years of planning, outreach with an integrated map, which all have been integrated into the plan. She confirmed that you can only do one project at a time, and can only get \$400k at a time, which is very competitive. Ms. Massard remarked that some primary projects are Washington Street and around the schools. She also included that we have to fully design/engineer a project before submitting for State funding, and that once the plan is in place and implemented, we have to report the progress to the State.

Mr. Adams asked if we could use Chapter 90 for any of this. Ms. Massard answered yes, but that we don't really have enough money in Chapter 90 because then there would be road work not completed.

***Motion:***

Ms. MacNab moved the following:

WHEREAS, the Town of Duxbury has adopted a Comprehensive Master Plan entitled *Envision Duxbury* that established Transportation Goals to develop a town-wide multi-modal network and traffic safety priority plan; and

WHEREAS, the Town's Comprehensive Master Plan includes a Transportation goal to include climate resiliency and safety while developing changes to future transportation infrastructure; and

WHEREAS, the Town's Comprehensive Master Plan includes a Transportation goal to create walkable economic centers;

NOW, THEREFORE, be it resolved by the Board of Selectmen of the Town of Duxbury that the attached Complete Street Policy is hereby adopted.

*Seconded by Mr. Madigan. Mr. Flynn-Aye; Mr. Madigan-Aye; Ms. MacNab-Aye*

***Discussion regarding Beach Rules and Regulations***

Mr. Read provided the following updates:

Mr. Read stated that last week they talked about the snowy owls and how they are best viewed from inside the viewer's car. He also provided more information and answers to follow-up questions.

Need for Increase in signage: (response from PD) There needs to be signage about staying below the posts. Each post (or at least every 3rd or 4th post) should have a sign on it telling people to keep out.

It's not obvious to people that they shouldn't be there. It's perfectly reasonable for people to think they can park above the pilings. I have made 2 random visit to the beach in the last 2 days and both times I encountered a Harbormaster on patrol. Today when I was on the front beach I observed a man (with a sticker) starting to back his jeep into the area above the pilings. When I told him he couldn't drive there he moved immediately and was very obviously unaware that he wasn't supposed to be there. Considering that the Harbormaster and I had both been in the immediate area as this guy was trying to park in the restricted area, it's obvious this is a signage issue and not an enforcement issue. All of the tracks I saw appeared to be from normal driving and not things like kids doing donuts or slaloming the pilings.

Answers to questions from Ms. Cris Luttazi, DBR Exec Director:

- Who decides when off-road beach driving is allowed? Last Friday the area was open for driving though there wasn't enough room for a vehicle to navigate in the driving area. – Harbormaster staff
- What is the patrol schedule? There have been none observed on the beach or on the road during several visits. – Schedule is not set. Stats show between 6 and 8 patrols/day on average over the last 10 days + EPO patrols.
- Who is enforcing the beach regulations? – Harbormaster, PD, and EPO's when present.
- How many warnings and citations have been issued in the past 2 weeks? 9 Warnings / 0 Citations
- What is the overall plan from the Town to fix these issues? – DBR Should upgrade signage and patrols should be more attentive to the dune issue when they are in the area.

Ms. MacNab asked if we do have an increased Harbormaster presence. Mr. Read answered yes. Ms. MacNab remarked that the Harbormaster presence should be increased to eliminate these activities.

Mr. Read added that the DBR does not want people on the dunes, so hopefully added signage will deter them as there isn't staff out there all the time.

**Discussions regarding current staffing and hiring – presented by Jeannie Horne, HR Director**

Ms. Horne provided a review of hiring over the last 60 days and a general overview for other postings/staffing.

Ms. Horne explained that when there is an open position, the Department Head looks at the department's needs and related costs associated with this position in order to determine whether the job can be accomplished on a full-time or a part-time basis (under 20 hours). If not, the Department Head would then need to provide a compelling business case for a full-time position. She added that each position is carefully examined before the job is posted. Mr. Read confirmed that when there is an open position, he meets with Ms. Horne, Mr. Adams and the Department Head to see if there are ways to adjust the position. Mr. Read also suggested that a hiring frost, as opposed to freeze, if warranted at this time.

Ms. MacNab commented that she appreciated all this work as the residents deserve to know that we are looking at everything in their best interest.

Ms. Horne also remarked that the seasonal positions (Cemetery and LNR) will not be filled this year.

Ms. MacNab inquired about the revenue versus the cost to keeping the pool open. Mr. Madigan commented that it would be good to know how many people are using it. Mr. Read responded that he did not have answer for that and would have to get more information.

Ms. MacNab also asked about the open position at the Library. Ms. Horne answered that the Library has decided to not hire at this time.

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

Mr. Read presented the Fire Department First Responder Vaccine Press Release as follows:

*"The Duxbury Board of Health and its regional medical reserve corps will be administering the Moderna COVID-19 Vaccine to first responders. Duxbury Fire will take an active role in assisting with this vaccination clinic being held at the Duxbury Middle/High School which is the Town's emergency dispensing site. This vaccination clinic is private and only open to the seven towns' first responders who registered when Duxbury applied to be a vaccination site. (Carver, Duxbury, Hanover, Kingston, Marshfield, Pembroke, Plympton). We are excited to offer this vaccination to our first responders who have been responding to and taking care of COVID patients on a daily basis. We have partnered with the Duxbury Bay Medical Reserve Corps who has worked to schedule over 40 volunteers a day to staff and run this vaccination site. We will administer a total of 600 vaccinations over three days. We appreciate the large outpouring of professional volunteers but at this time we are fully staffed."*

Fire Chief Kevin Nord added that the vaccinations will take place on January 13, 16 and 17 from 8am – 4pm. He stated that he worked with Superintendent John Antonucci to pick days that would not interfere with the school schedule. He also remarked that the second dose will be planned in February. Chief Nord also thanked Health Agent Tracy Mayo along with Town Nurse Kathy Carney for their great work with this.

Ms. MacNab asked Chief Nord if his staff will be administering the vaccine for our town and other towns, and she also asked if other towns would be reciprocating. Chief Nord explained that in order to roll this out, the Town needed to be able to administer at least 200 vaccines; however, we did not have so we added other towns to receive the vaccine. He also noted that this process requires a number of personnel as well as having an ambulance on hand, and to help with this other towns have volunteered a number of staff and donated equipment to assist in this vaccine roll out.

Mr. Read mentioned that our COVID numbers are going up during this surge with a record number of 26 cases in one day. Mr. Madigan asked what our positivity rate is. Mr. Read responded that it must be over 5% because that is the threshold and why we are in the red zone.

#### **V COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS None**

**VI ONE-DAY LIQUOR LICENSE REQUESTS - None**

**VII EVENT PERMITS - None**

**VIII MINUTES**

Ms. MacNab moved to approve the 11/09/20 and 12/14/20 Selectmen's Executive Session Minutes, with the contents to remain confidential until the need has passed.

*Seconded by Mr. Madigan. Mr. Flynn-Aye; Mr. Madigan-Aye; Ms. MacNab-Aye*

Ms. MacNab moved that the Board of Selectmen approves the 01/04/21 Selectmen's Open Session Minutes, as presented.

*Seconded by Mr. Madigan. Mr. Flynn-Aye; Mr. Madigan-Aye; Ms. MacNab-Aye*

**IX ANNOUNCEMENTS**

**1) Waiting Lists for Commercial Mussel & Razor Clam Licenses:**

Waiting lists for Commercial Mussel and Razor Clam Licenses have been moved to the Harbormaster's Office for interested residents. A reminder for those individuals already on the Waiting Lists for Commercial Mussel and Razor Clam Licenses must renew their application annually within the month of January.

**2) Martin Luther King Jr. Holiday:**

The Town Hall will be closed on Monday, January 18 in observance of Martin Luther King Jr. Day.

**3) Next Scheduled Selectmen's Meeting will be on Monday, January 25, 2021.**

**X ADJOURNMENT**

Ms. MacNab moved that at approximately 8:00PM, the Board of Selectmen adjourn.

*Seconded by Ms. MacNab Roll Call Vote: Mr. Flynn-Aye; Mr. Madigan-Aye; and Ms. MacNab-Aye*

*Minutes submitted by Nancy O'Connor*

**LIST OF DOCUMENTS**

- 1) *Agenda*
- 2) *Complete Street documentation and draft policy*
- 3) *List of current and potential hires*
- 4) *Minutes*
- 5) *Announcements*

