

**Date:** December 11, 2023

**Date Minutes Approved:** 01/08/2024

TOWN CLERK

2024 JAN 10 AM 9:57

DUXBURY, MASS.

OPEN SESSION MINUTES

## SELECTBOARD

**Present:** Cynthia Ladd Fiorini, Chair; Michael McGee, Vice Chair; Amy M. MacNab, Clerk; Fernando Guitart; and Brian E. Glennon, II

**Absent:** None

**Staff:** René Read, Town Manager; and Nancy O'Connor, Executive Assistant

**Others:** Mary MacKinnon, Finance Director

### CONVENED IN OPEN SESSION (*in-person and Via remote participation by Zoom*)

1. **CALL TO ORDER** This meeting was called to order at approximately 6:00pm. Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted in person and, as a courtesy, via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public and board members, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless required by law. A transcript or other comprehensive record of proceedings will be available as soon as possible after the meeting. Members of the public who wish to watch the meeting may do so by viewing the Duxbury Government Access Channels – Verizon 39 or Comcast 9. Viewers can visit [www.pactv.org/duxbury](http://www.pactv.org/duxbury) for information about Duxbury programming including streaming on Duxbury YouTube, to watch replays and Video on Demand.

### 2. **PLEDGE OF ALLIGIANCE**

### 3. **6:00PM EXECUTIVE SESSION - Pending Litigation**

For the purpose of discussing prospective litigation since an open meeting may have a detrimental effect on the litigating position of the Town, if the Chair so declares, regarding the following:

*Webster Point Village*

Ms. MacNab moved that we go into Executive Session for the following purpose:

To discuss strategy with respect to litigation since an open meeting may have a detrimental effect on the litigating position of the Town; and, if the Chair so declares, in accordance with Mass. General Laws Chapter 30A, Section 21, and that the Selectboard will adjourn immediately after the completion of this Executive Session and will convene in Open Session on or about 7:00pm.

*“Ms. Ladd Fiorini, as Chair, declared the necessity for an Executive Session to discuss strategy with respect to litigation as to do so in Open Session may have a detrimental effect on the Town’s strategizing and litigating position.”*

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

After the Executive Session discussions were completed, the Selectboard re-convened in Open Session on or about 7:10pm.

4. **OPEN FORUM** Nothing brought forward.

5. **NEW BUSINESS**

*Continued from 12/4/23 Meeting –*

*Award of North Hill Country Club & Golf Course Contract and execution by the Selectboard*

Mr. Read read the following memo into the record:

*Dear Members,*

*In response to the Board's request for further information from the Monday, December 4<sup>th</sup> meeting, Mr. Jason Laramée, Business Manager Johnson Golf Management, has provided the following information:*

1. ***Water quality testing results in order to create a baseline for future testing.***

*The most recent water test results have been provided and they are well below the EPA excepted limits.*

2. ***Future water quality testing to include testing for PFAS and PFOA.***

*Additional testing for PFAS and PFOA cannot be done with the same water samples. Mr. Laramée has suggested that the tests to be done should be performed by an outside qualified company and the Town should look into what they want to be done in this particular area.*

3. ***A list of the pesticides/fertilizers that are currently in use by Johnson Golf at North Hill CC.***

*The lists of pesticides, fungicides and herbicides were provided and forwarded to the Board. Board of Health member, Melissa Rosenblatt provided the following observations:*

*I have reviewed all of the active ingredients in the 17 pesticides and fertilizers for which there were labels with listed active ingredients. The pesticides represent a mix of fungicides, herbicides, and insecticides.*

*As requested, I have reviewed the active ingredients to check for the presence of per- and polyfluoroalkyl substances (PFAS). PFAS represent nearly 15,000 synthetic chemicals. The definition for which chemicals are considered PFAS vs. which ones are simply fluorinated compounds is not a set, universally-accepted definition. The state of Massachusetts draws a distinction between fluorinated pesticides and pharmaceuticals, and PFAS, the latter identified as having a high fluorine atom content with properties derived primarily from fluorinated carbon chains. Fluorinated pesticides, such as Dithiopyr, and fluorinated pharmaceuticals, such as Lipitor and Prozac, have a relatively low fluorine content and fluorine contributes to the molecular design to achieve desired physical properties. The State of Massachusetts does not classify fluorinated pesticides as PFAS. However, the classification of these compounds is a gray area, and some states*



*(e.g., Maine and Minnesota) have recently come to the conclusion that any organic compound containing at least one fully fluorinated carbon should be considered PFAS. Additionally, the EPA Office of Pollution Prevention and Toxics (OPPT) has an evolving definition that may classify some pesticides as PFAS.*

*To be clear: EPA's Office of Pesticides Program stated in 2021 that: "There are no pesticide active or inert ingredients with structures similar to prominent PFAS such as PFOS, PFOA, and GenX in currently registered pesticides." The pesticides that may have active ingredients considered PFAS by some entities are not the same group of PFAS as the ones currently tested for in drinking water. In other words, testing for these compounds with the current testing methods for drinking water would not yield any information about their contribution to the PFAS measured by these methods. Fluorinated pesticides would not contribute to the PFAS that are anticipated to be regulated by EPA in drinking water. Fluorinated pesticides would be considered short-chain PFAS, for which research is still emerging.*

*I have attached an Excel spreadsheet with an Introduction to speak to the distinction between fluorinated pesticides and PFAS, a List of Compounds which details the specifics of each pesticide reviewed, PFAS definitions from various governmental entities, and Information Sources from which this information was collected.*

*I identified six fluorinated pesticides among the pesticides reviewed. Of these, six meet the definition of the State of Minnesota for PFAS, and four meet the definition of PFAS for the State of Maine. Five meet the definition of the EPA OPPT working definition of PFAS.*

*I did make some additional notes on the List of Compounds regarding aquatic toxicity (14 of 17 are considered toxic or very toxic to aquatic life with long lasting effects), and other human hazards (e.g., reproductive and carcinogenic potential). I have also noted that one of the pesticides (tebuconazole) is on a list of chemicals currently under review by EPA and may be considered for future regulation in drinking water.*

*I reviewed the laboratory results provided. Laboratory analysis was completed for a drinking water/groundwater testing of nitrate, nitrite, and additionally total Kjeldahl nitrogen. No action is recommended based on the sample results presented.*

**4. Do any of those pesticides/fertilizers being used contain PFAS or PFOA?**

*See above.*

**5. Update the contract (Section 17.4) to include the pesticides/fertilizers currently in use at North Hill (contract language noted below and highlighted in yellow).**

*Section 17.4 and 17.5 have been updated as noted above and in the attached.*

**6. Amend Section 6.1, second paragraph as follows:**

*Mr. Laramee has stated his agreement with the proposed language but he has appropriately noted that some of the items over 20 years old. Further, he has mentioned that with a 3-year lease, they do not want to be responsible for something that has reached the end of its useful life. He has suggested that an annual*



walkthrough of the facility to review and evaluate equipment conditions and general maintenance procedures which is a good idea and as such, the contract has been amended accordingly.

6. GOLF COURSE MAINTENANCE PLAN

6.1 Unless specifically provided for below, the Town shall not be responsible for the maintenance or repair of the golf course, clubhouse, irrigation system, cart barn, irrigation pump house, chemical storage facility, fuel depot or the 60 x 40 metal maintenance building. The Manager shall be solely responsible for the maintenance of all such components comprising the golf course facilities.

The Manager shall be responsible for all repairs and maintenance to the cart-barn, irrigation pump-house, and metal maintenance building located next to the first green. All repairs and maintenance to the clubhouse shall be the responsibility of the Manager. The Manager shall also be responsible for repairs and maintenance to the clubhouse HVAC system, all kitchen appliances and systems, as well as all bar appliances and related systems. The Town shall be responsible for any necessary replacement of such systems and appliances in the case of a complete failure to operate. Such replacement shall be subject to and contingent upon the verification of the regular maintenance of such system/appliance through documented maintenance reports and invoices. The Town and the Manager shall perform an annual walkthrough of the facility to review and evaluate equipment conditions and general maintenance procedures.

Given the foregoing information, the following motion has been prepared for the Board:

I move to award the Management & Concession Contract for North Hill Country Club and Golf Course to Johnson Golf Management, Inc. as follows:

Contract Term:

Year 1:	\$156,000	
Year 2:	\$162,000	
Year 3:	<u>\$171,000</u>	
	\$489,000	Total cash value of payment for 3 years

Optional Years (contingent on Town Meeting approval):

Year 1:	\$180,000
Year 2:	\$180,000
Year 3:	\$180,000

Total Cash Value of payment for six (6) years: \$1,029,000

If approved, an article will be prepared for the Annual Town Meeting in March to address the optional years.

As always, if you have any questions, please let me know.

Ms. MacNab asked what the nitrogen level was. Ms. Melissa Rosenblatt, PE (Board of Health member), stated the levels and indicated that they were well below the EPA levels. She commented that she spoke with organic chemists and that Massachusetts has separated out chain chemicals in that pesticides are a different structure (short-chain) than PFAS or PFOA (not comparable), which fluorinated pesticides would not contribute to the PFAS in drinking water. She also researched aquatic hazards, but the pesticides are regulated and are required to be applied by a licensed applicator. Mr. McGee asked if it made sense to have the Board of Health review the water testing results going forward. Mr. Studley responded yes, absolutely. Mr. Guitart questioned if Johnson Golf has a licensed person to apply pesticides. Mr. Joe Eckstrom, Johnson Golf, stated that he has been commercially certified/licensed for over 30 years along with the onsite superintendent. He mentioned that they maintain best practices as they have to follow the State laws and regulations and they have to get re-certified every three years. He also added that in their trainings they haven't seen anything related to PFAS. There was also discussion regarding the amount of buffer between the golf course (where they spray) and the water source. Mr. Eckstrom responded that there was a good 100' of pine trees and shrubs from where they spray. Mr. Glennon asked Mr. Eckstrom how they keep apprised of changes. Mr. Eckstrom replied that in order for them to be certified/re-certified, they have to take training classes totaling 12 credits every three years for re-certification. In addition, he said that they members of different associations and are constantly taking classes on new products, safety issues, best practices and organic options – basically ongoing education.

Mr. Glennon commended Ms. Rosenblatt for being a terrific volunteer (member of the Board of Health and Open Space Committee) and expressed his appreciation for the amount of work she provided regarding PFAS and pesticides.

***Motion:***

Ms. MacNab moved to award the Management & Concession Contract for North Hill Country Club and Golf Course to Johnson Golf Management, Inc. as follows:

*Contract Term:*

Year 1:	\$156,000	
Year 2:	\$162,000	
Year 3:	<u>\$171,000</u>	
	\$489,000	Total cash value of payment for 3 years

*Optional Years (contingent on Town Meeting approval):*

Year 1:	\$180,000
Year 2:	\$180,000
Year 3:	\$180,000

Total Cash Value of payment for six (6) years:      \$1,029,000

***Seconded by Mr. Glennon    Vote: 5:0:0***

### ***Town Manager Budget Recommendations to the Selectboard***

Mr. Read read his budget memo into the record as follows:

*Good evening. Pursuant to Chapter 4, Section 4.2 of the Town of Duxbury General By-Laws, I am pleased to present to you a balanced budget for Fiscal Year 2025. This budget, which amounts to \$99.5M, represents an overall 4.33% increase that includes the following:*

*General Fund 3.09%  
Water Enterprise 21.47%  
ROCCC Enterprise 22.67%*

*Developing a budget requires the input, collaboration and creativity of many individuals. I would like to sincerely thank all of the department heads, boards, and committees who have worked throughout this process to help deliver a thoughtful, frugal, level-services budget that protects the quality and variety of the core services our community depends upon.*

### ***BACKGROUND***

*The budget process started in August of this year when our Finance Director, Mary MacKinnon, presented an initial revenue forecast. The results of that forecast were not unexpected. We reconfirmed that our growth in revenues were not keeping pace with the cost of providing our high-quality services and maintaining a healthy work environment for our staff. We continue to experience supply chain issues, labor shortages, and volatility in the price of goods and services – all of which have had a direct impact on our budget.*

*At the same time, we know there exists the need for additional staffing in certain departments but unfortunately, our current revenues do not support adding new personnel in the general fund operating budget at this time.*

*The budgetary directive from the Board was for all departments to prepare a level-services budget with an expectation to be as efficient or thrifty as possible. The Finance Director and I have met with each department, prioritized their requests to maintain existing services, and to also incorporate unavoidable price increases. Additionally, the Finance Committee has been meeting weekly since mid-September to carefully review all of the budget requests with each of the departments.*

*We knew that fiscal 2025 was going to be tight and that it would be challenging to find a way to make it all work, and we have – for this year. This budget allocates resources in a fair and equitable manner across departments while including the settlement of our collective bargaining agreements and completing the implementation of the FY23 personnel plan and compensation study. This budget does not include the addition of new staff in the general fund operations but our salary budgets do reflect competitive wage increases in order to attract and retain qualified staff across all functional areas.*

### ***REVENUES***

*The revenues to support our budget include property taxes, local receipts, state aid, indirect costs from the two enterprise funds, PEG access funds, and some special purpose funds traditionally used to support targeted expenditures.*

*Given that 97% of the tax base in Duxbury is residential, it is no surprise that 80% of our funding comes from the tax levy. We know that our levy is constrained by Proposition 2 ½ plus new growth. In this FY25 budget, we are utilizing our excess levy capacity.*

### **LOCAL RECEIPTS**

*We have leaned into our local receipts to support more of our budget for FY25. To do so, we have proposed increases in several fees, we are looking forward to the new contract with Johnson Golf, and have started to recover fixed costs from the operation of the ROCCC. Many of our fees have not been adjusted in 3 to 5 years. While the review is not yet complete, we anticipate that some increases may be phased in over a multi-year period to maximize recovering some or all of the costs of providing various services. We anticipate that this increased reliance on local receipts will place a strain on the amount of free cash we are able to generate from fiscal 2025's operations.*

### **STATE AID**

*State Aid makes up 10% of our funding. Over the past five years, State Aid has increased at an average of 2.09% per year; excluding the sharp increase in FY23 that reset our baseline for state aid. Over that same five-year period, costs assessed to the Town by the State have increased, on average, 5.46% contributing to a five-year average in Net State Aid of only 1.78%. For purposes of budgeting, we are utilizing the 5-year average on both the revenue and expenditure sides of the budget.*

*At the state's December 4<sup>th</sup> revenue consensus hearing, the Mass Taxpayers Foundation (MTF) recently projected a 2.4% increase in state revenues over benchmark. We will continue to monitor and adjust our state aid estimates with the release of the Governor's budget in late January, but our initial forecast is aligned conservatively with the MTF projection.*

### **BUDGETARY DRIVERS**

*What we have seen throughout the past fiscal year and into this budget cycle is inflationary pressures causing some of our costs to increase beyond past trends. In order to mitigate increases in critical lines such as electricity, gas, chemicals, and even postage, our department heads have level funded other parts of their budgets. This has helped to absorb some of the impact of those inflationary factors.*

*We are seeing increased demands being placed on our departments in the form of enhanced compliance and new regulations. For example:*

- *MassDEP requires water and sewer departments to provide separate uniforms and PPE for all employees to avoid cross-contamination;*
- *Police reform no longer allows the use of special officers;*
- *As we receive more grants, the bandwidth needed for compliance, accounting, and oversight increases.*

*All of these come with a cost.*

*As a reminder, during the FY21 and FY22 budget seasons, our departments were asked to reduce their budgets to meet revenue declines. Those reductions, for the most part, have not been restored*

meaning our departments continue to stretch every dollar possible.

This budget reflects a 3.8% increase for the Duxbury Public School District however, I am aware that the School Committee recommended a 4.41% increase just last week. As you might expect, we will continue to work closely with the Schools Department to identify either possible reductions or other funding sources in order to maintain our balanced budget.

Twenty nine percent (29%) of the budget (or \$26.4M) is categorized as non-discretionary expenses. This includes our fixed costs for insurance, fringe benefits, utilities, legal and audit services and required Chapter 115 medical benefits for veterans. The remaining 71% of the budget, or \$65.5M, is the labor and materials needed to provide services to our community.

Of the 71% discretionary spending, two-thirds is for education and one-third is for all other town departments and articles funded within the levy. You will note that discretionary expenses across all town departments are down 5.97% in this budget.

BY CATEGORY	FY24 BUDGET	FY25 TMGR RECOMMEND	\$ Change	% Change	% Share
DEBT SERVICE	6,973,788	6,464,375	(509,413)	(7.30)%	7.03%
HEALTH INSURANCE	8,165,425	8,361,000	195,575	2.40 %	9.09%
PENSION	5,507,822	5,947,212	439,390	7.98 %	6.47%
OTHER FRINGE (LIFE, MEDICARE, WORKER COMP)	1,078,064	1,049,442	(28,622)	(2.65)%	1.14%
PROPERTY/LIABILITY INSURANCE	862,605	918,375	55,770	6.47 %	1.00%
STATE AID ASSESSMENTS	807,064	769,260	(37,804)	(4.68)%	0.84%
ROCCC ASSESSMENT	516,314	600,000	83,686	16.21 %	0.65%
PEG ACCESS	303,475	288,000	(15,475)	(5.10)%	0.31%
SNOW & ICE	205,350	205,551	201	0.10 %	0.22%
OVERLAY	393,040	340,000	(53,040)	(13.49)%	0.37%
DEFICITS (EST SNOW & ICE)	-	70,000	70,000		0.08%
ELECTRIC	402,750	429,381	26,631	6.61 %	0.47%
GAS (HEATING)	226,350	298,200	71,850	31.74 %	0.32%
GAS (VEHICLE FUEL)	368,500	328,500	(40,000)	(10.85)%	0.36%
LEGAL SERVICES	185,200	195,200	10,000	5.40 %	0.21%
AUDIT	52,000	52,000	-	0.00 %	0.06%
VETERANS CH 115 BENEFITS	92,000	101,600	9,600	10.43 %	0.11%
EDUCATION (SALARIES 80%)	33,333,602	34,600,278	1,266,677	3.80 %	37.63%
EDUCATION (EXPENSES 20%)	8,333,400	8,650,070	316,669	3.80 %	9.41%
TOWN (SALARIES 77.65%)	15,777,790	16,624,066	846,276	5.36 %	18.08%
TOWN (EXPENSES 22.35%)	4,540,824	4,269,630	(271,194)	(5.97)%	4.64%
ARTICLES (OTHER)	-	316,040	316,040		0.34%
ARTICLES (BEACH, JULY 4TH, BALLOTING)	1,055,202	1,060,000	4,798	0.45 %	1.15%
	<b>89,180,565</b>	<b>91,938,180</b>	<b>2,757,615</b>	<b>3.09 %</b>	<b>100.00%</b>



Expenses (Fixed/Non-Discretionary)	26,418,096	28.7%
Expenses (Salaries & Discretionary)	65,520,084	71.3%
	<b>91,938,180</b>	
Education	43,250,348	66.0%
All other Town departments	21,209,736	32.4%
Articles within the Levy	1,060,000	1.6%
<b>TOTAL: SALARIES &amp; DISCRETIONARY</b>	<b>65,520,084</b>	
Salaries (Town and School)	51,224,345	55.7%
Expenses (Fixed/Non-Discretionary)	26,418,096	28.7%
Expenses (Discretionary)	14,295,740	15.5%
	<b>91,938,180</b>	

### **ROCCC ENTERPRISE**

*Fiscal 2024 is the first full year of the ROCCC Enterprise fund operation. The budget itself has increased a little over 22% which reflects proper budgetary funding across all line items and the increase in grant funding from the State's E-911 division. It is important to note that over 44% of ROCCC's funding comes from State and Federal grants. There are 6 member communities participating in this program and the Town of Duxbury's assessment for FY25 is \$600,000 which is up from \$516,000 in FY24.*

*This budget also reflects the Town more fully recovering its share of indirect costs associated with the ROCCC operation. It will take at least another full year of operations before we are able to see the creation of retained earnings within this enterprise fund.*

### **WATER ENTERPRISE**

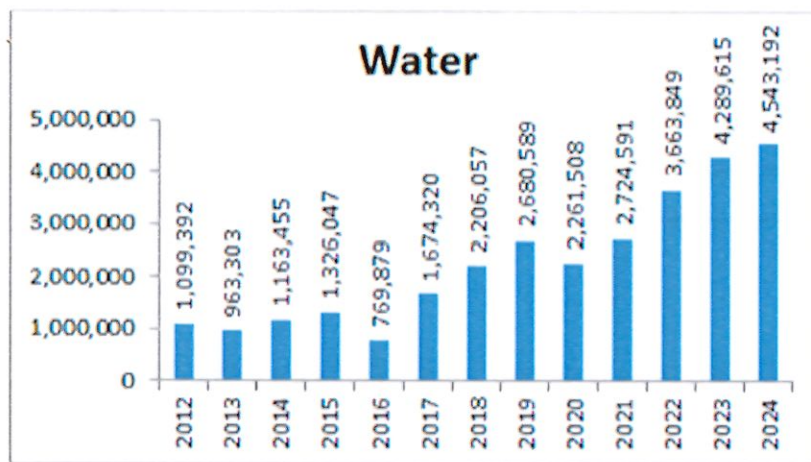
*The Water Enterprise fund budget of \$3.44M is up 27.56% over fiscal 2024 estimates. In this budget you will see an increase in salaries to fund the addition of an Assistant Water/Wastewater Superintendent for \$95,000. This position is needed to address workload issues surrounding PFAS, State and Federal compliance, training new staff across the organization, oversight of aging infrastructure, and a variety of other tasks. The overtime line has also been adjusted to more closely reflect actual expenses.*

*Within the expense budget, there are three key areas that have been increased: Consulting services has been increased to allow for design and engineering services of system improvements as well as hiring outside services for emergency services; Chemicals has been increased to reflect year-over-year vendor price increases; and System Rehabilitation has been moved out of the capital budget and into the operational budget for the Water Enterprise. This reflects the fact that continual investments in our system such as replacing lines and repairing water main breaks must be built into our business model.*

*Each of these increases provide the flexibility needed to ensure our treatment and distribution systems are fully staffed and operational at all times.*

*The Water Enterprise has increasingly generated retained earnings over the past 4 years. The*

department is also proposing fee changes for a number of water-related services that have gone unbilled in years past. We anticipate that the immediate fee increases will offset some of the budgetary increases and that the enterprise will lean more heavily on its revenues to fund the remainder.



Lastly, the Water Enterprise is facing a multitude of future capital improvements, most of which are documented in the Water Master Plan. In order to fund these improvements, a rate study will need to be completed and water rates will be adjusted accordingly. The DPW Director and Water/Wastewater Superintendent will be working over the next 6 to 9 months to effect this process. This will need to be completed prior to October of 2024 when the FY25 tax rate is approved by the Department of Revenue.

I know that our department heads continue to develop new and creative ideas to maintain services and contain costs. While the FY25 budget is lean, we are confident that this budget will allow us to meet our fiduciary obligations while continuing to bring the high quality of services to the residents of Duxbury for the coming budget year.

In the days and weeks ahead leading up to the March 2024 Annual Town Meeting, I look forward to the conversations we will be having with the Selectboard and the Finance Committee about this proposed budget in even more detail as we review our respective recommendations.

And while we have faced and solved difficult budget cycles in years past, we already know that FY26 will be a challenging year. As I have mentioned previously, sometime after the first of the year I will be forming a Budget Task Force to help face that challenge together and take a deeper dive into our revenue maximization capabilities, as well as our service offerings and associated costs.

Finally, I want to thank all of the Department Heads and their staff members for all of the work they have done to help with this process as I truly appreciate their efforts. And to my colleague, Mary MacKinnon, Finance Director, I offer my sincerest gratitude for all of her efforts in helping to put this information

*together. In just six short months, Ms. MacKinnon has worked some serious miracles here and I am truly grateful for you and all of your assistance. Thank you for your time and attention.*

Ms. Ladd Fiorini asked about the new hire in the water department. Mr. Read confirmed that the new hire will be funded by the Water Enterprise Fund.

Ms. Ladd Fiorini also asked about the discrepancy with the school budget as the School Committee voted a different amount. Mr. Read explained that there are two figures, and he needs to sit down with them to talk through that discrepancy (approximately a \$245,000 difference).

She also asked what happened to the school department's request for full day kindergarten. Mr. Read responded that it was part of their request.

Mr. Glennon mentioned Mr. Read's recommendation in forming a Budget Task Force and how would that be different or help the Finance Committee. Mr. Read answered that it would include people from the Finance Committee, the Fiscal Advisory Committee, the Selectboard, and maybe people from the general population -so it would be a different mix with a different approach as it is not exclusively the work of the Finance Committee, but rather broader. Mr. Guitart added that they have hit the levy limit and FY26 will be difficult to balance the budget. A task force would help with that challenge and how we can provide the quality of services we have become accustomed to, but within the levy limit. He also mentioned that the Budget Task Force should also include the School Committee, the community and the Library Trustees.

Ms. MacNab mentioned that the ROCCC has increased and questioned that. Ms. MacKinnon referenced the last page of the budget/shaded areas and noted that it has proven difficult to untangle all of the grant funding opportunities that we receive through the ROCCC. The ROCCC's budget will be spread across the six communities along with grant opportunities through the E-911 program. The increase that was shown represents the growth in operation as a whole and the investment of the State's E-911 program.

Ms. MacNab and Mr. McGee questioned whether or not this regional dispatch center was making fiscal sense for Duxbury. Mr. Read remarked that the State has been moving away from standalone dispatch centers and moving toward regional as they don't want to fund a standalone – funding regional would be cheaper for them too.

There were also discussions regarding the Crematory budget and contemplating increase to the fees and whether this has been looked into. Ms. MacKinnon stated that Cemetery Supervisor, Chip Locketti, had gone before the Fiscal Advisory Committee to review fees as part of our annual review process and proposed a slight increase in the cremation fees in order to recover the cost of increased utility prices. She added that Mr. Locketti spent some time on his fee structure and wants to remain competitive in the market and does not want to jeopardize losing any specific funeral homes due to the competitive nature of the business. Mr. Glennon argued that the crematory is one of the few budget areas where the Town should be generating revenue rather than just covering costs because we are serving the entire region and not just our own residents. He noted that Duxbury is \$75 less expensive than Plymouth and \$25 less expensive than St. Michael's (Boston) for basic cremations.

Mr. Friend Weiler, Sr., Finance Committee, wanted to get back to the issue of the ROCCC. He said that we have to appreciate that this was a major transition and that the Finance Committee has looked into what it cost in the past and struggled to reach that number because the level of service and performance of that department has gone up significantly. That is reflective of the fact that five other towns decided to join us.



He explained that our share is driven by our volume, and we are one of the bigger communities within the pool so we get the lion's share of the costs because we are the biggest user of the service. He added that what we have now could not be provided to our town independently for the current level of service, and we don't want to go back to where we were with a separate dispatch (fire/police).

## 6. TOWN MANAGER'S REPORT

Ms. MacNab asked about the status of Ms. Candace Martin's inquiry regarding a grant related to the seawall and the impending deadline. Mr. Read responded that he authorized Ms. Martin to contact Mr. Chris Spillman (a consultant) to ask him if he could help with a BRIC Grant and the filing hearing with the Conservation Commission (end of seawall) will be heard and should be closed tomorrow night.

## 7. MINUTES

Ms. MacNab moved to approve the 02/27/23 Selectboard Executive Session Minutes, as amended, with the contents to remain confidential until the need has passed. (*Cindy and Brian to abstain-not present*)  
*Seconded by Mr. Glennon Vote: 3:0:2*

Ms. MacNab moved to approve the 11/06/23 Selectboard Open Session Minutes, as presented and/or amended.  
*Seconded by Mr. Glennon Vote: 5:0:0*

## 8. ANNOUNCEMENTS

1. 2024 Dog Licenses – 2023 Dog licenses expire December 31. A mail-in renewal form will be included with the annual census for those wishing to renew a dog license by mail. Licenses may also be purchased at the Town Clerk's office or by using the on-line ordering system. A link to the Online Payment Center can be found on the Town's website at [www.town.duxbury.ma.us](http://www.town.duxbury.ma.us). Dog licenses are \$17.00 for intact animals, \$12.00 for spayed or neutered animals and free to pet owners 70 years of age and older.

2. 2024 Duxbury Dog Walking Permits - Dog walking permits are required to take your dog on Town of Duxbury / Conservation Land and the beach. Resident dogs must first be licensed with the Town in order to obtain a dog walking permit. Dog Walking Permits are currently \$10.00 per dog and free to pet owners 70 years of age and older. Mr. Glennon urged residents to consider obtaining dog licenses and walking permits on line, observing that the process is very efficient and easy.

3. Census – the 2024 Annual Town Census will be mailed in the coming weeks. Please take a moment to sign the form, making changes if necessary, and return it to the Town Clerk's office. This information will be used to compile the Annual Street List. No voter can be added to the voting rolls using the census. To register to vote, please visit the office to complete a voter registration card or register online at [www.sec.state.ma.us](http://www.sec.state.ma.us) Per MGL, failure to return the census shall result in removal from the active voting list.

4. Vote by Mail – Voting by Mail is available for all elections. The Secretary of State's office will be mailing Vote by Mail applications to all voters registered as of September 2023. If you would like to vote by mail for elections scheduled during the 2024 calendar year, please return a completed/signed application to the Town Clerk's office. A ballot will be sent as soon as they are available. (Currently,

scheduled elections in 2024 are the Presidential Primary on March 5, the Annual Town Election on March 23, the State Primary on September 3 and the Presidential Election on November 5)

5. NOMINATION PAPERS for Town Election – The following offices will be on the ballot for the March 23, 2024 Town Election:

two SELECTBOARD MEMBERS for a term of 3 years  
one ASSESSOR for a term of three years  
one SCHOOL COMMITTEE MEMBER for a term of 3 years  
two PLANNING BOARD MEMBERS for a term of 5 years  
two LIBRARY TRUSTEES for a term of 3 years  
one LIBRARY TRUSTEE for an unexpired term of 2 years

Nomination papers are available in the Town Clerk's office and are due back to the Town Clerk by Saturday, February 3, 2024. A candidate must obtain 50 signatures, certified by the Town Clerk, to appear on the ballot.

6. Anyone interested in becoming an election worker should contact the Town Clerk's office for an application.

7. Next scheduled Selectboard Meeting: Monday, December 18, 2023 @ 7:00pm

## 8. ADJOURNMENT

Ms. MacNab moved to adjourn at approximately 8:30pm.

*Seconded by Mr. Glennon      Vote: 5:0:0*

*Minutes submitted by Nancy O'Connor*

*List of documents in Selectboard file:*

*Selectboard Agenda*  
*Documentation regarding North Hill contract*  
*Town Manager Budget*  
*Minutes*  
*Announcements*

