

**Date: November 26, 2018**

*Date Minutes Approved: December 10, 2018*

TOWN CLERK

2018 DEC 12 AM 9:06

DUXBURY, MASS.

## **BOARD OF SELECTMEN MINUTES**

**Present:** Theodore J. Flynn, Chair; Shawn Dahlen, Vice Chair; and David J. Madigan, Clerk.

**Absent:** (none)

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

### **I CALL TO ORDER**

Mr. Flynn called the Selectmen's meeting to order at 7:01 pm at the Duxbury Senior Center (Ellison RM), 10 Mayflower ST, Duxbury MA. As this was a joint meeting with the Finance Committee, Fiscal Advisory Committee and School Committee, the Chairs of those committees convened their committees.

**II OPEN FORUM** - Nothing was brought forward.

### **III NEW BUSINESS**

**Joint Meeting with Board of Selectmen, School Committee, Finance Committee and Fiscal Advisory Committee - Discussion and review pertaining to FY 2020 Capital Budget and related materials**

Town Manager René Read began the evening by talking about the format for tonight's meeting. He mentioned the following:

- Copies of the proposed capital budget (spreadsheet) have been distributed.
- The budget is broken out by department and each project is identified with a line number.
- There is a dollar amount listed next to the project description – the first amount is the project cost. The second dollar amount is my (Town Manager's) recommendation for funding. In those cases where there is no corresponding number, I am not recommending that project because it cannot be afforded at this time.
- He suggested that each Department Head explain their proposed projects to the Committee members gathered here and then take any questions at the end of each of their presentations.
- Facilities Manager Brian Cherry, School Supt. Dr. John Antonucci and Jeff Alberti of Weston & Sampson each have a brief PowerPoint presentation to accompany their project requests.

Mr. Read mentioned the first two capital item requests: (1) Old Town Hall Conference Room (\$70K est.); and (2) Replace the Core Switch at the Fire Dept. (\$40,725 est.): he has not recommended to be funded this year.

**Records Maintenance System / René Read on behalf of Town Clerk Susan Kelley**

Mr. Read explaining a request for a Records Maintenance System (\$50K est.) is recommended to be split into 2 phases of \$30K in the first year and \$20K in the second year. Finance Director John Adams explained the request. In order to more efficiently manage the Town's records we needed to get an understanding of what records are in the storage area, i.e., the archives. A consultant has come in to do a complete inventory of everything in the archives. From that they are producing a summary with recommendations as to what needs to be done, including noting any gaps in the records and retention requirements. In the next stage all the records will be re-boxed with clearly indicated contents, records retention schedule dates and a shelf location. This information will also be in a database so records can easily be found and, as needed, destroyed. In response to a question, Mr. Adams mentioned the Town Clerk's office will enter any updates going forward. This project is important because: (a) the new Public Records Law provides a much shorter turnaround time for responses to requests for records, and (b) it will free up much needed storage space.

Mr. Lampert, FAC, asked for clarification about the information on the spreadsheet. He pointed out some of the items, under the Funding Sources, show a specific entry for the funding source. He asked if the ones with no funding source will all be coming out of free cash. ANS.: Mr. Adams said the ones with no funding source will come out of taxation or free cash. Differing views were expressed as to whether taxation should be used for funding the capital budget.

### **Conservation Department Capital Requests / Joe Grady, Conservation Administrator**

Replacement of (Aquatic) Weed Harvester – Request is replace a 19-year old aquatic weed harvester for use on the Island Creek Pond. Total cost for vessel with trailer is \$77,000. Through discussions with State Rep. Josh Cutler there is a Legislative earmark for \$35,000 authorized. Therefore, Mr. Grady's request is for the \$42,000 balance needed for the purchase. Ms. Nancy von Stackelberg asked if the monies are not approved what would be done to handle the weeds? Mr. Grady said as in the past we would hire an outside contractor. Since 1990's we have been providing weed management at two public ponds: Island Creek and Lower Chandler Pond, which is half in Duxbury and half in Pembroke. Last year funding was provided and Lower Chandler Pond was treated with a chemical and the treatment lasts about 6 years with the cost being shared with Pembroke. The Island Creek Pond is a great pond opened to all citizens of Massachusetts. Per best options study in the past it was determined harvesting aquatic weeds is best in this location. In 1990's contracted the job and it cost \$11,000. The original machine was purchased by the State to be jointly used by three communities. However, only Duxbury has used it with a volunteer operator. Its life expectancy is estimated to be 20 years.

Replacement Pickup Truck – Conservation also requested a replacement pick-up truck, but due to budget constraints the Town Manager is not recommending funding in FY20. Mr. Grady plans to request it again next fiscal year.

Mr. Brian Cherry, Facilities Director, gave a PowerPoint presentation of the FY20 Capital Budget's requests. Each Department Head was also available to respond to any questions raised.

The presentation has been posted on the Facilities Department webpage at:

[https://www.town.duxbury.ma.us/sites/duxburyma/files/uploads/facilities\\_department\\_fy20\\_capital\\_presentation\\_to\\_bos\\_fc\\_fac\\_sc\\_112618\\_1.pdf](https://www.town.duxbury.ma.us/sites/duxburyma/files/uploads/facilities_department_fy20_capital_presentation_to_bos_fc_fac_sc_112618_1.pdf)

What follows is a brief overview of the **Facilities Department's FY20 Capital Budget presentation:**

- Slide 2– Discussion Topics to be covered in presentation.

- Slides 3-5 – provided an overview of the number of work orders the Facilities Dept. has handled (Nov. 19, 2017 to Nov. 19, 2018), the breakout of work orders by Department, and the operational costs in building maintenance.
- Slides 6 + 7 - provided an overview of the types of Capital Budget requests to be expected from the Facilities Dept. and those to be expected from the other Town/School Depts.
- Slides 8-14 – Summary of FY'19 Capital Projects –including before and after photos of the Alden School window replacement project and DHS /DMS Security Lockdown Shades
- Slide 15: List of FY'20 Facilities Mgmt. Capital Project Requests:
  - Chandler School HVAC Modernization –Overall project will be about \$1.3 million. For FY'20 the request is for \$200,000 with \$100,000 for design and \$100,000 for initial execution money.
  - Duxbury Police Dept. (DPD) Humidity-Engineering Recommendations - This was an unplanned expense; not included in the 10-year Capital Plan. It is being brought forward due an unanticipated situation.
  - Harbormaster HQ Building rehabilitation –\$20,000.
  - Public Restrooms building rehabilitation – \$19,000.
  - Rebuild Alden School walk-in cooler and freezer –\$17,000.
  - Ashdod Fire Station roof top units (2) \$19,000. – Deferred due to re-prioritization
  - Waste water treatment plant make-up air unit -\$49,000. –Deferred due to re-prioritization.

Chandler School HVAC Modernization – (Slide 16) Overall cost estimated at \$1.3 Million. For FY'20 \$200,000 is requested with \$100,000 for design funds and \$100,000 execution costs. This is for 44 classrooms plus the gym and cafeteria. (Slide 17) – Proposed HVAC Modernization Project budget. Green communities has already provided \$95,000. The Town will be pursuing a Green Communities competitive grant for potentially another \$250,000.

DPD Humidity-Engineering Recommendations – (Slide 18) This was an unplanned need. There is extreme humidity at the Police Station. Both the design and the HVAC system are being explored for solutions. Part of the problem seems to be related to the design of a slab on grade of the building. The other part is related to moist outside air coming in. All the existing equipment is operating as expected, but just cannot keep up with the humidity. There are issues with wicking, condensation and mold so this is a priority to be dealt with. Cost is estimated as \$200,000. He indicated that at this point there is no recourse regarding the design. He described the work that needs to be done.

Harbormaster HQ Building rehabilitation-\$20,000. (Slide 19) and Public Restrooms Building Rehabilitation -\$19,000 (Slide 20)–Similar to other buildings the work being recommended will help preserve the longevity of the building.

Rebuild Alden School walk-in cooler and freezer –\$17,000. (Slide 21) – This would be a complete re-build of all the mechanical components. Life expectancy is for 15 -20 years.

**On behalf of the Duxbury Public Schools (DPS), Mr. Cherry presented the FY20 DPS Building & Grounds Requests (Slide 22):**

- Tree Assessment (a/k/a Tree Removal) –\$45,000. (Slides 23-28) Mr. Cherry explained that this top priority as it has been an ongoing issue with limbs frequently falling and a safety issue because it is an area where pedestrians are common. He mentioned that an internal audit had been done by a certified arborist and that assessment was confirmed by an independent certified arborist. Then quotes for removal and the grinding of the stumps were obtained. A couple of the slides

showed the location of the trees and a few of the slides were pictures of the issues being seen on individual trees.

- Utility Vehicle (\$20,000.)- (Slide 29) and Auto Scrubber-\$10,000 Capital Light (Slide 30)- Due to budget constraints the Town Manager is not recommending funding in FY20.
- Conclusion- What is the cost of doing nothing? (slide 31)

Mr. Lampert asked about the funding sources:

- 1) What is the Food Service Fund? Ans. That is the account all the lunch monies are deposited in. So the intention is to use the Food Service Funds for the Alden School walk-in cooler, which services the lunch program.
- 2) Regarding the Waterways Improvement Funds earmarked to cover the Harbormaster HQ and the Public Restroom rehabilitation, Mr. Lampert questioned whether this would be allowed under the statute for those funds. He recommended Town Counsel be asked to check the statute to determine if this is an appropriate funding source. This suggestion was duly noted.

Mr. Fernando Guitart, Finance Committee, asked for some clarification on the funding requests over and above the planned \$300,000 annual Facilities Dept. amount. It was explained that the \$200,000 for the Police Dept. Humidity item is the cost that was not anticipated and is the amount over and above the planned \$300,000 from the Facilities Department requests. The \$45,000 for the tree removal is not from within the scope of the Facilities Dept., but falls under the Dux. Public Schools.

### **Police Department FY20 Capital Requests – René Read on behalf of Chief Clancy**

Town Manager Read presented the Police Dept. Capital Requests:

- Parking Lot Expansion -\$100,000 – Mr. Read explained that \$78,000 was approved last year but the bids came in higher than that. So the \$78,000. is being returned and the request for this year is \$100,000. for this project to move forward. Last year \$85,000 was appropriated and some of that was used for the design so \$78,000 was the balance. For bookkeeping purposes and because of the wording in the funding article, it was recommended that those funds be returned and a new request closer to the bid amounts be requested/authorized.
- Police Deputy Chief Command Vehicle -\$46,509- The vehicle has over 100,000 miles. It will be retained by the DPD and reassigned to the Detective Division.

### **Fire Department Capital Requests – Fire Chief Kevin Nord**

- Ambulance -\$305,000 – The ambulance has over 155,000 miles. It has a 7-year life expectancy. Under the ambulance plan the next one is scheduled for purchase in 2020 and then one in 2022. He also mentioned that they do rotate the ambulances so the newer one is put upfront and the oldest one becomes the backup one.
- Replace SCBA and Compressor -\$366,424 –Actual cost closer to \$307,000, but Chief Nord indicated that he would be withdrawing this request as they obtained a Federal grant of \$293,000 and he only has to come up with \$14,000 match that he intends to cover within the Fire Dept. budget.

**Dept. of Public Works / DPW Director Peter Buttkus**

Mr. Buttkus said that he would be addressing the capital requests for the Lands & Natural Resources, Highway Dept., Transfer Station, and Crematory, then he would turn it over to Mr. Mackin to explain the Water Department requests.

- **LANDS & NATURAL RESOURCES** –Replace Truck #12 (\$44,295.) –This is a 2012 ½ ton pickup truck to be replaced under the normal replacement schedule.
- **HIGHWAY DEPT.** –Replace Truck #18 (\$202,725) –Large highway truck outfitted with a sander and plow.
- **TRANSFER STATION** –Replace 1190 STECO Ejector Trailer DX-6 -\$96,600 –This is an 18-year old trailer. This was a metal trailer, but the Dept. is now ordering aluminum trailers to extend longevity.
- **CEMETERY DEPT.:**
  - Replace 2012 pickup truck #26 (\$41,405) – Again this is a 2012 truck scheduled for replacement.
  - Complete Rebuild of 4 Insides of Retort Units (\$300,000) – Correction to spreadsheet as all 4 retort insides have to be rebuild. Every 6-7 years the retorts have to be rebuilt. This is a result of the use they get and a cost of doing business.

**Water Department – Mr. Peter Mackin, Water Superintendent**

- **PCE Pipe Replacement** – Traditionally the Town has funded \$150,000 per year to remove vinyl-lined asbestos cement (VLAC) water pipes. The VLAC can leach tetrachloroethylene or PCE, a suspected carcinogen, into drinking water. To do the remaining areas is estimated as a total cost of \$2.3 million. It is now being recommended to do half the remaining area in FY20 and the remaining half in FY21. How much would need to be borrowed will depend on what funds are in retained earnings after projects already authorized are funded. There was some discussion as to whether this should be split into two phases or fund the removal of all the VLAC water pipes in the coming fiscal year. The scope of the project might only make it feasible over two years, but the administration will review the possibility of completing the project within the one year timeframe.
- **System Rehabilitation (\$150,000)** – This is the annual request that allows for undersized mains to be replaced.
- **Install Generators at Wells and Garage (8) - \$1,217,700.** – Currently only two of the wells have generators that don't require operators, which allow the Town to get by during storm events. With the frequency and intensity of the storms Mr. Mackin feels that this is now a priority. While technically it could be a phased project he feels strongly that this should not be delayed. Asked without the pumps running how long would water be available, Mr. Mackin said that eight months out of the year you might get a couple of days of water.
- **Comprehensive Water System Master Plan -\$195,300** –This will be a roadmap to figure out recommendations for the future. One of its major focuses would be to determine what the best cost-effective way to filter manganese out of the system might be. He explained that manganese effects water quality and is a growing health concern. It will also look at source development for future needs. The past master plan was from 2002, and has been completed.

**Harbormaster Dept. – Harbormaster Jake Emerson**

The Harbormaster's Department is looking to replace a 2012 patrol vehicle (\$45,000).

**Duxbury Public Schools (DPS) / Dr. John Antonucci, Superintendent of Schools**

Dr. Antonucci explained the DPS capital requests as follows:

- DPS FY20 Capital Budget Requests- Summary – (Slide 2) –He said that there are 13 DPS capital requests, but noted the starred ones were covered in Mr. Cherry’s presentation.
- Tree removal – Steele Campus – covered by Mr. Cherry. He added that the work that has been done is extensive and thoughtful and he supports it as a safety issue.
- Chandler School –Add card access for exterior doors -\$30,305. (Slide 3) –The Chandler School is the only school that does not have exterior card access. Lack of it is inefficient and potentially a security issue.
- Technology: Replacement of DPS Backup and Disaster Recovery Equipment -\$58,745 –(Slide 4) –This was a 2-year project with \$47,000 for FY19 and the balance of \$58,745 requested for FY’20. The current equipment is 9-years old and is beyond its useful life so this is a high-priority request.
- Security Film on Doors and Windows (safety / security) -\$30,000 (Slide 5)–Dr. Antonucci said that this is a safety / security item. The proposal is to install at various locations that for security reasons (the specific locations of which would not be disclosed for security reasons, but it is in all school buildings), a 3M Security Film to coat glass. It provides increased security against intruders and prevents glass from shattering. It is an affordable alternative to bullet-proof glass, which is extremely expensive.
- Chandler: Replace lockers with cubbies in North and South Wing Hallways -\$50,000.- (Slide 6) This is a two-year capital requests of which \$50,000 was authorized in FY’19 and the FY’20 request is for the balance to finish the project. The old lockers don’t really fit modern-day backpacks and functions.
- High School/District: 12-passenger van: \$30,398. –(Slide 7) Due to budget constraints the Town Manager is not recommending funding in FY20. While acknowledging that, Dr. Antonucci explained the need to transport small groups is increasing and the cost for standard bus transportation has increased. So he is just making the need known. The DPS do currently have one van, but he feels that another one would pay for itself in cost savings over several years.
- Technology: Rewire to convert all Projectors at Alden and Chandler from VGA cabling to HDM cabling - \$39,468. – (Slide 8) – VGA cabling doesn’t meet today’s standards and will be obsolete and unusable with new equipment scheduled for purchase in FY21.
- Music: Replacement of School-Owned Musical Instruments and equipment DHS/DMS - \$16,765.–(Slide 9) –Again he realizes that this is not recommended for funding for FY’20, but is mentioning it to make people aware of it. The DPS own a number of larger instruments which are 30-40 years old, and there is no plan in place for replacing them. So this request was brought forth to fill that need.
- SMART Boards: \$21,617. – (Slide10) Replacement of 6 Smartboard projectors /sound systems with Mimio Teach systems at Alden School. The Smartboards were moved from the old DHS to the Alden School. The systems are 7-8 years old. MimioTeach is a more cost effective and preferred system.
- Alden: New Classroom Furniture –Teacher Desks: \$10,000. (Slide 11) –This would be year 2 of a 4 year plan of \$10,000/year for a \$40,000 total. FY20 would be the purchase of 20 teacher’s desks.
- Two other Major Projects for future consideration: 1:1 Computer Program; Turf Field Replacement (future); and Tennis Court Replacement (future)

- Chromebooks with cases: \$512,998 – (Slides 14-22) –This is the DPS 1:1 Computer Program for grades 7 -12. The Town funded the lease to own of MacBook Airs in a 3-year commitment. We are now in year 4. For a number of reasons we have taken a pause to reassess what technology meets our needs. After consideration for the usage by teachers and students the conclusion reached was that most work is now done on the cloud to access the internet. Google Chromebooks are cloud-based. Slide 20 showed the changing landscape as more school systems are going from the Apple Macs to the Google Chromebooks. Price wise the Google Chromebook, while still a substantial investment, is significantly less than the MacBooks would be.

The following questions /comments were made:

- Mr. David Madigan, Selectman: What is the longevity of the computers?  
Ans. Dr. Antonucci said that he expects to get 3 solid years out of the Chromebooks, but suggested that we do need to be thinking in terms of an expenditure every three years.
- Mr. Fernando Guitart, Finance Committee: Is there any resale value for the school-owned MacBooks? Ans.: Dr. Antonucci suggested that the DPS will keep the best of them and re-deploy them. They will surplus some and sell some.
- Ms. Glynn, Finance Committee: Asked what the plan for the MacBooks is as far as continued use in the schools for some programs. Ans. Dr. Antonucci would have to defer to Ms. Cheryl Lewis, who was unable to attend tonight, to respond to that.
- Mr. Peter Quigley, School Committee, mentioned that student usage is rough. While more cloud-based uses, the reality is that technology will be an ongoing expense.
- Mr. David Madigan: In agreement with the above comment suggested the possibility of setting up a reserve account for ongoing purchases.
- There was a brief discussion with several suggestions being made as to how to fund/finance the ongoing technology expenses. Some were concerned with using free cash for re-occurring (operating) costs. There was some mention of what would or would not be allowed under municipal finance laws and procurement laws.

#### **Council on Aging (COA) / Town Manager René Read on behalf of COA Director Joanne Moore**

Mr. Read said the COA request was for replacement of the Ellison Room floor: \$17,381 –Mr. Read said that due to budget constraints he is not recommending this project for the FY20 capital expenses.

#### **Recreation Dept. / Town Manager René Read on behalf of REC Director Gordon Cushing**

- Convert two tennis courts to pickle ball courts: \$31,500. Mr. Read indicated that pickle ball is becoming quite popular and a number of requests have been made for this in Duxbury.
- Percy Walker Pool – Purchase new starting blocks: \$24,000 –Mr. Read indicated that \$14,500 is to be funded by a donation from the Boosters.

Ms. Candace Martin asked about the status of the turf field replacement? In response Mr. Cherry said that Duxbury was granted an extra two years on the warranty as there was an issue with the drainage when the field was installed. The life expectancy is about 13 years so we are about 3 years away from having to replace the turf field surface.

Estimated cost was \$550,000 last year. Cost about \$1.5 million to initially install them, but about \$550,000 for replacing the surface. In a follow up question there was a discussion about the use of CPC funds for turf fields. In responds it was mentioned that currently CPC funds can only be used for grass, but not for turf. It was noted, however, that a towns person is trying to get the Legislature to change that, but so far it has not made progress.



Karen Barry, Fiscal Advisory Committee, questioned the use of borrowing for the retorts versus the use of cemetery funds. Finance Director John Adams said the monies for the sale of graves is earmarked for cemetery expansion. It would take a special act of the Legislature to change what those funds could be used for and would make budgeting less flexible so.

**Duxbury Department of Public Works (DPW) Operations Center Presentation -Jeff Alberti of Weston & Sampson**

Mr. Jeff Alberti of Weston & Sampson, the consultants hired to work with the DPW Building Study Group, gave a PowerPoint presentation of the feasibility study update. The following is a brief overview of his presentation:

- **Public Works' Responsibilities:** Several slides (2-7) were shown that gave an overview of the 9 operating divisions that make up the DPW and the extensive infrastructure the DPW oversees and maintains on a regular basis and as First Responders during storms and other emergency situations.
- **Why does the Town Need a New Facility?:** The presentation contained a number of slides (8-21) to illustrate Mr. Alberti's comments highlighting the deterioration of the current facility, that it does not meet current codes, that it is insufficient for appropriate storage and efficient maintenance of the vehicles, and is not a user-friendly facility for the staff. Because of the lack of appropriate space, multi-million dollar equipment is stored outdoors subject to the elements which effects its longevity of use and takes time additional time to access.
- **What is proposed? And how did they get there?:** (Slides 22-24) Mr. Alberti explained that they interviewed all the staff to get their input regarding their requirements and the code requirements. They put together a comprehensive list of all the equipment. Then they prepared a space assessment. Then they went through two reviews (Slide 24) to see where they could scale back, but still meet the needs to come up with a total square footage estimate.
- **Anticipated Costs:** (Slides 25-27) Based on the total square footage and averaging of bids for similar facilities in other communities they were able to calculate the average cost per square foot at \$390 and the total project cost range from \$17.6 million to \$18.3 million.
- **Proposed Funding Schedule / Timeframe:** (Slide 28) Under the proposed schedule the request for \$1,400,000. Phase I for funding of design and bidding documents should be on the 2019 Annual Town Meeting warrant and ballot (debt exclusion override) in March 2019. The complete design and obtaining of bids, assuming the funding passes, should take from July, 2019 to March, 2020. Phase II is expected to be a request for the construction funds at the March 2020 Town Meeting and ballot (debt exclusion override) in March 2020, based on actual low bid price. Assuming passage of the funding, construction would begin July, 2020 and take to approximately November, 2021 (15 months).
- **What are the benefits of an Improved/ Code Compliant Facility:** (Slides 29-30) –It would provide for a safer and more efficient work space. That would help with response times to better serve the public. It would protect the Town's multi-million dollar investment in vehicles and equipment, and eliminate the investment in "band-aids" on a substandard facility.

**Questions:**

- It was asked if the repair facility would remain while the new construction is underway?  
Ans.: The Animal Shelter will remain as is. The other buildings will be phased so that work can continue while construction is underway.
- It was mentioned that a new building would reduce maintenance costs and presenter was asked to elaborate on that. Ans.: They have done detailed cost benefit analyses and found that a



50-year old building is usually is 3 times more expensive than the cost of a new building if equipment is left outdoors. They will be prepared to have a cost benefit analysis for this specific project.

As this completed the joint meeting portion of the Selectmen's meeting, the boards other than the Board of Selectmen adjourned and left the meeting.

**Discussion and review of Annual Liquor License Renewal along with Common Victualler and Entertainment license for the Chestnut Street Grille**

It was explained that the ABCC requires that these licenses be signed in the month of November. Amendments or conditions can be added at a later date. The discussion regarding conditions of Chestnut Street Grille's liquor license is scheduled on the December 10th Selectmen's meeting.

Mr. Madigan moved that the Board of Selectmen renew Chestnut Street Grille's liquor license along with associated common victualler and entertainment license as presented for the year 2019, subject to satisfactory inspections by the Municipal Services Department, Board of Health, and Fire Department, receipt of all renewal requirements and payment of all funds/fees owed to the Town of Duxbury, as well as any additional conditions imposed by the Board of Selectmen as the Local Licensing Authorities. Second by Mr. Dahlen. VOTE: 3:0:0.

Ms. Siobhan Perenick, 24 Chestnut ST, voiced her frustration as there have been ongoing issues with this establishment. She and the other neighbors have put up with it for the better part of a year. Ms. Perenick said the abutters were told to take photos or videos to document the situation and to submit them, and the situation would be dealt with upon the renewal. She mentioned that there seem to be questions regarding the enforcement of the conditions, as the Police have made it clear that is not their responsibility, but the Inspectional Services staff are not typically available during the late evening when some of the issues occur.

The Board tried assure her that they have heard the complaints and to explain again that due to a technicality of the ABCC rules it was realized the liquor license renewal has to be signed in November. However, on December 10<sup>th</sup> after the discussion with all the parties and the recommendations for amendments or conditions are received, then a decision will be made regarding the issuing of an amended liquor license.

**Discussion and review of Memorandum of Understanding (MOU) from the Town of Marshfield regarding Canal Street Bridge Repairs**

Mr. Madigan moved that the Board of Selectmen is in agreement with the terms and conditions of this Memorandum of Understanding between the Town of Duxbury and the Town of Marshfield regarding the repairs to the Canal Street Bridge and approve of same as presented. Second by Mr. Dahlen. VOTE: 3:0:0.

**IV ANNOUNCEMENTS**

Mr. Madigan made the following announcements:

**1. Deadline for Warrant Articles:**

LAST CALL: Articles for the 2019 March Town Meeting must be submitted to the Town Manager's Office **by this Friday, November 30, 2018 by 12:30 PM**. The complete article language and a brief explanation of the article are required.

Please contact Nancy O'Connor at 781-934-1100 x 5401 with any questions.

## **2. Shop Local Opportunities:**

The Duxbury Senior Center will be hosting two local shopping opportunities:  
A White Elephant Sale on December 3<sup>rd</sup> and 4<sup>th</sup> from 9 am – 3 pm, and  
a Holiday Pop-Up Shops featuring local vendors on December 7 from 10 am – 2 pm.

## **3. Next Selectmen's Meeting is on: Monday, December 10, 2018. (*Unless something time sensitive comes up the Selectmen will not be meeting on December 3<sup>rd</sup>.*)**

## **4. Envision Duxbury October 2018 Forum**

The Envision Duxbury's October, 2018 forum is now online at:  
<http://envisionduxbury.mapc.org/> Please check out the master plan, and please take a minute to share your ideas and comments!

## **V BONUS SHELLFISH SEASON (for December, 2018)**

Mr. Madigan moved that the Board of Selectmen declare a temporary Bonus Shellfish Season for:

- 1) the commercial harvesting of **softshell clams** for the month of **December, 2018** in accordance with posted Attachments B & C.
- 2) the commercial harvesting of **quahog clams** for the month of **December, 2018** in accordance with posted Attachments A & C.
- 3) the recreational harvesting of **softshell clams** for the month of **December, 2018** in accordance with posted Attachment D.

Second by Mr. Dahlen. VOTE: 3:0:0.

## **VI ADJOURNMENT**

At approximately 9:37 pm, Mr. Madigan moved that the Board adjourn. Second by Mr. Dahlen.  
VOTE: 3:0:0.

Minutes prepared by: C. Anne Murray

*(Document list on next page.)*

***LIST OF DOCUMENTS FOR 11-26-18 SELECTMEN'S MEETING  
(DOCUMENTS LOCATED IN THE SELECTMEN'S OFFICE FILES.)***

1. *Agenda for 11-26-18 Selectmen's Meeting*
2. *OPEN FORUM: no documents*
3. *NEW BUSINESS:*
  - a. *FY 2020 Capital Budget and related materials –Facilities Dept. FY20 Capital Projects Requests Presentation 11-26-18*
  - b. *Chestnut Street Grille License Renewals –Suggested Motions for Annual Liquor License Renewal, Common Victualler and Entertainment license for Chestnut Street Grille.*
  - c. *Memorandum of Understanding (MOU) from the Town of Marshfield regarding Canal Street Bridge Repairs*
4. *TOWN MANAGER REPORT:*
5. *BONUS SHELLFISH SEASON for December, 2018*
6. *SUGGESTED ANNOUNCEMENTS for 11-26-18.*
7. *MINUTES: None.*

