

Office of
SELECTMEN
148 Peck Street
Rehoboth, MA 02769



Tel.: (508) 252-3758
Fax: (508) 252-5342

**BOARD OF SELECTMEN
MEETING MONDAY, JUNE 1, 2015
MEETING MINUTES
GLADYS L. HURRELL REHOBOTH SENIOR CENTER**

Present: Michael Costello, Chairman; Fredrick “Skip” Vadnais, Vice Chairman; Susan Pimental Clerk; David Perry and Gerald Schwall

Also Present: Jeff Ritter, Town Administrator

1.0) Executive Session: At 6:30p.m. S. Pimental made a motion pursuant to MGL Chapter 30A, Section 30A, to enter into Executive Session, (3) discuss strategy with respect to collective bargaining or litigation; and (6) to consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares.

Second, S. Vadnais. Roll Call Vote – Vadnais – Aye; Schwall – Aye; Pimental – Aye; Perry – Aye; Costello – Aye. Voted 4-0

Topics of Discussion: Collective Bargaining, Clerical/Dispatchers Contracts and Litigation

1.1) Call to Order at 7:22p.m.: The Board and the public participated in the Pledge of Allegiance to the Flag.

2.0) Consent Agenda

Warrants: M. Costello read the weekly Warrants: 15-47A, Withholdings, \$27,705.98; Payroll: 15-48B, \$83,346.11; Invoices: 15-48, \$1,906.135.58; and Veterans: 15-48V, \$12,028.48. S. Pimental made a motion to approve the weekly Warrants as read. Second, D. Perry. Voted 5-0

Minutes: G. Schwall made a motion to approve and release the Meeting Minutes from May 26, 2015. Second, S. Pimental. Voted 4-0-1 (Perry)

3.0) Open Forum – Announcements: M. Costello stated the next regular meeting of the Board of Selectmen will be on Monday, June 8, 2015 at the Senior Center.

Page Two
Board of Selectmen, Meeting Minutes
June 1, 2015

Town Administrator's Report: J. Ritter reported that the FEMA total estimated storm damage for the January blizzard is approximately \$84,576.07. The Town is eligible for a seventy-five (75) percent reimbursement.

The surplus equipment sale will be this Wednesday at 3:00p.m. at which time all bids are due.

He is working on the bid documents for the new fire truck tanker 2. This is a complex procurement process but it should be ready shortly.

The salt shed block foundation bids were issued last week and the bid opening date is June 23rd with an anticipated award date of June 29th.

There will be a project meeting regarding the Anawan School housing project on the morning of Thursday, June 11th.

As a follow-up to the meeting last week letters were sent to all the property and business owners surrounding the Rt. 44 & Rt. 118 intersection. This is in anticipation of meeting next week on the Board's Agenda.

There will be a Department Heads meeting this Thursday at 10:00a.m.

Work has started on the June Newsletter which should be ready this week.

4.0) NEW BUSINESS: Action Item #1A: Slater Street Stop Sign: Bob Benoit was present and voiced his concern about the process of installing a Stop Sign at Slater and King Philip Streets. He thought there should have been a public hearing, an investigation and a recommendation from the Chief of Police before any decision was made. He has heard many complaints from his neighbors.

M. Costello said he shared his concerns and we need to make sure the guidelines from MassDoT are consulted in advance of any decisions.

G. Schwall thanked B. Benoit for taking the time to address the BOS and share his concern.. Schwall agreed there was miscommunication which resulted in a breakdown of the process. The issue should have come back to the Board after the Police Chief formed his recommendation and this did not happen. So the question should now come back to the BOS for further consideration..

S. Pimental said she recalled sending the question to the Police Chief to assess the intersection and if in his opinion it was a matter of public safety that he could simply have the Highway Department install the Stop Sign.

Page Three
Board of Selectmen, Meeting Minutes
June 1, 2015

S. Vadnais made a motion for the item to be placed on the Board's next Agenda with a recommendation from the Police Chief and the Highway Superintendent as is has been the past practice. Second, G. Schwall. Voted 5-0

Action Item #1: Vote to Approve Building Commissioner/Zoning Officer Job Description Per Recommendation of the Personnel Board: David Scanlon, Chairman of the Personnel Board was present and explained the reasoning and logic behind the Personnel Board's decision to update the Job Description.

G. Schwall said he had two (2) questions and one (1) recommendation. He suggested adding under Essential Duties and Responsibilities, a new Section N, as follows, Insures the Building Department is open and manned during regular posted hours. There was no objection to this suggestion.

Under Essential Qualifications, Education and Experience, Section B, add at the end,...or design is preferred.

Finally, he questioned the Physical Demands section about the ability to lift twenty-five (25) pounds. Should this be fifty (50)? The Board decided to leave the language as it is with no change.

S. Vadnais made a motion to adopt and accept the new Job Description as amended. Second, S. Pimental. Voted 5-0

Action Item #2: Vote to Approve Assistant Town Administrator Job Description Per Recommendation of the Personnel Board: David Scanlon, Chairman of the Personnel Board was present.

S. Pimental said we should also add "preferred" under the education section. G. Schwall suggested adding the word "superior" under section K. There was no objection from the Board.

S. Vadnais made a motion to adopt and accept the new Job Description as amended. Second, S. Pimental. Voted 5-0

Action Item #3: Vote to Approve Executive Assistant Job Description Per Recommendation of the Personnel Board: David Scanlon, Chairman of the Personnel Board was present.

G. Schwall suggested adding, under Essential Qualifications, Necessary Knowledge, Skills and Abilities, a new Section H, as follows, "must possess very good organizational skills." There was no objection from the Board.

Page Four
Board of Selectmen, Meeting Minutes
June 1, 2015

S. Pimental made a motion to adopt and accept the new Job Description as amended. Second, G. Schwall. Voted 5-0

Action Item #4: Review Policy #8.0, Performance Evaluation System Documents and Provide Comments to the Personnel Board: David Scanlon, Chairman of the Personnel Board was present.

G. Schwall suggested that the Personnel Board consider beefing up the measureable objectives section and he would be happy to provide some examples from the business world. For example, it is common to have rankings such as needs improvement, meets expectations, exceeds expectations and significantly exceeds expectations.

S. Pimental suggested removing the reference under Numerical Rating Score, “1.) Significant and immediate improvement is needed.” The person should not be working for the Town if this is the rating.

Also, # two (2) delete “within the next three months,” and #four (4) delete, “and entirely acceptable.”

S. Vadnais said the review should be a positive experience. D. Scanlon said the Personnel Board is also looking at employee development.

No vote was taken or needed at this point in time.

Action Item #5: Reserve Fund Transfer Request, Treasurer/Collector, \$3,000.00 Postage:

S. Pimental made a motion for the Board to approve a Reserve Fund Transfer request from the Treasurer/Collector in the amount of \$3,000.00 for postage and to refer the request to the Finance Committee for action. Second, S. Vadnais. Voted 5-0

Action Item #6: Vote to Approve Budget Amendments: Board of Selectmen, \$1,000; Police, \$11,477.24; Board of Selectmen Special Year End Transfer \$105.00: S. Pimental made a motion to decrease budget line item 011873-52135 Facilities Maintenance South Fire Station Gas in the amount of \$1,000.00 and to increase budget line item 011873-52415 Facilities Maintenance South Fire Station Repairs in the amount of \$1,000.00;

to decrease budget line item 012052-51430 Police Compensation IOD Replacement in the amount of \$135.72 and to increase budget line item 012052-51540 Police Compensation Replacement in the amount of \$135.72;

to decrease budget line item 012052-51460 Police Compensation Time in the amount of \$2,540.94 and to increase budget line item 012052-51510 Police Compensation Vacations in the amount of \$2,540.94;

Page Five
Board of Selectmen, Meeting Minutes
June 1, 2015

to decrease budget line item 012052-51990 Police Compensation Holiday Replacement in the amount of \$1,995.63 and to increase budget line item 012052-51310 Police Compensation Overtime in the amount of \$1,995.63;

to decrease budget line items 012052-51560 Police Compensation Family Leave in the amount of \$3,000.00, and 012052-51120 Police Compensation Full Time in the amount of \$2,949.23 and to increase budget line item 012052-51550 Police Compensation Court Time in the amount of \$5,949.23;

to decrease budget line item 012112-51120 Dispatchers Wages Full Time in the amount of \$144.00 and to increase budget line item 012112-51140 Dispatchers Wages Part Time in the amount of \$144.00;

to decrease budget line item 012112-51120 Dispatchers Wages Full Time in the amount of \$711.72 and to increase budget line item 012112-51310 Dispatchers Wages Overtime in the amount of \$711.72. Second, S. Vadnais. Voted 5-0

S. Pimental made a motion pursuant to MGL Chapter 44, Section 33B and to forward to the Finance Committee for action the following budget amendment: to decrease budget line item 011253-52910 Contract Services Custodial in the amount of \$105.00 and to increase budget line item 011222-51140 Board of Selectmen Wages Part Time in the amount of \$104.00. Second, D. Perry. Voted 5-0

Action Item #7: Grant Agreement Public Library Services Between the Rehoboth Antiquarian Society, Inc. and the Town of Rehoboth: S. Pimental made a motion that the Board of Selectmen vote to approve and sign the “Grant Agreement – Public Library Services Between the Rehoboth Antiquarian Society, Inc. and the Town of Rehoboth,” for Fiscal Year 2016. Second, S. Vadnais. Voted 5-0

Action Item #8: Vote to Issue Bid Documents for Fire Truck Tanker: S. Pimental made a motion to authorize the Town Administrator to advertise the bid for the new tank that will be affixed to Fire Truck Tanker 3 with a bid response date of June 30, 2015. Second, S. Vadnais. Discussion: G. Schwall thanked Chief Barresi and J. Ritter for the work in preparing the bid documents. Vote 5-0

Action Item #9: Vote to Approve the Redesign & Conversion Service Agreement With Virtual Town Hall: Derek Rousseau from the Information Technology Advisory Committee was present and explained the project to the Board. Currently it is difficult for Departments to add content to the Web site. We are planning to use Virtual Town Hall but a different platform which is much more user friendly the system is all web based.

Page Six
Board of Selectmen, Meeting Minutes
June 1, 2015

G. Schwall said it does not make sense to pay the vendor to move old data to a new site and asked who on the I/T Committee will oversee the project. D. Rousseau stated he would work with staff to oversee the implementation but it was pretty straight forward. Training is also included. Also, he was able to negotiate a lower price for the Town. The I/T Committee would have to create a policy to ensure inappropriate materials were not posted to the site.

G. Schwall asked about the training. D. Rousseau said the plan is to designate one person in each department to be the gatekeeper. Also, he would communicate with Virtual Town Hall that the automatic renewal provision would be stricken from the Agreement.

Schwall suggested Item #4, the automatic renewal provision should be stricken from the Agreement.

S. Pimental made a motion to approve the Agreement as amended. Second, G. Schwall. Voted 5-0

Action Item #10: Old Chestnut Street Improvements: Frank Barresi, Fire Chief was present and reported that he went to Old Chestnut and determined his vehicles would not have any problem accessing the one home on that street given the existing conditions.

M. Costello said the resident does not want the street plowed or paved and the Town wants it paved and improved to limit damage to the vehicles.

S. Vadnais said the street has now been graded and did not see the need to pave it especially if the resident does not want it.

G. Schwall said the Town should look into the process for abandoning the street and determine the procedure that needs to be followed to have that done correctly.

M. Costello noted there are several unpaved streets in Rehoboth.

S. Vadnais cautioned the Board about abandoning a public way because that could open it up to future development.

S. Vadnais made a motion to remove Old Chestnut Street from the list of roads to be resurfaced. Second, D. Perry. Voted 4-0-1 (Pimental)

Action Item #11: Summer Meeting Schedule: The Board reviewed and approved the biweekly meeting schedule for the Summer months. G. Schwall stated that the Board has several projects ahead and this does not mean the Board is taking the Summer off.

5.0) OLD BUSINESS: None

Page Seven
Board of Selectmen, Meeting Minutes
June 1, 2015

6.0) OTHER BUSINESS: None

7.0) OPEN PUBLIC FORUM: None

8.0) BOARD OF SELECTMEN REPORTS: S. Vadnais asked for an update regarding the freezer at the Senior Center. Ron Whittemore, from the Council on Aging Board was present and provided an update. The freezer is nearly operational and a new compressor unit was installed in the loading dock area. It should be working in a week or two. He thanked Bristol Plymouth Regional High School for doing an outstanding job.

G. Schwall said he recently had a tour of Gert's Café, the kitchen and the freezer at the Senior Center. Going forward the Meals on Wheels meals will be sent frozen to the Town and stored in the freezer.. The freezer should also be able to accommodate large donations such as the recent one of 1,000 pounds of bacon. Staff had to take it home and bring it back when it was needed.

Regarding the fuel management system that item can be placed on hold for now after speaking with the Acting Police Chief. He has all the information he needs for now. Also, a new drop box was recently installed at the Town Hall which will enable citizens to leave correspondence and payments for Town departments when Town Hall is closed.

9.0) EXECUTIVE SESSION: None

10.0) ADJOURNMENT: S. Pimental made a motion to adjourn the meeting at 8:42p.m.
Second, G. Schwall. Voted 5-0

Respectfully submitted,

J. Jeffrey Ritter
Town Administrator

Approved on 6/8/15

