

MINUTES – SELECT BOARD MEETING

Monday, November 20, 2023

Select Board Chamber, Town Hall

Participants: James J. Kilcoyne, Chair; Lynne E. Fidler; Stephen R. Darcy; Michael A. Maresco, Town Administrator

Mr. Kilcoyne moved, seconded by Ms. Fidler, to open the meeting at 6:00p.m. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye. Mr. Kilcoyne announced that the meeting is being recorded by Marshfield Community Media. Mr. Kilcoyne invited all in attendance to stand for the Pledge of Allegiance.

At 6:01pm, Mr. Kilcoyne moved, seconded by Ms. Fidler, to go into Executive Session to discuss strategy with respect to litigation that if conducted in open session may have a detrimental effect on the litigating position of the Town, returning to Open Session at the conclusion of the Executive Session. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

At 6:49pm, Mr. Kilcoyne moved, seconded by Ms. Fidler, to open to Open Session. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Town Administrator Report – Michael Maresco provided the Board with an oral brief as follows:

- Police Union bargaining with Attorney Massina of Clifford & Kenny law firm
- Participated in MIIA’s Injured on Duty training with Cabot Insurance and Human Resources Director Danielle Kerrigan, Deputy Corbo, and Deputy LaSelva
- Participated in bi-weekly update on Emergency Shelters with Governor Healey’s Administration
- Participated in a Community Preservation Committee meeting to address a number of projects
 - Skate Park wall
 - Daniel Webster Estate chimneys
 - Garretson barn roof
 - GAR Hall project
 - Ridge Road ramp
 - Damon’s Point dock
- Meeting with Town’s Energy Consultant and Facilities Director Fred Russell regarding solar energy, school roof designs, and funding opportunities for photovoltaics projects
- Meeting with Facilities Director regarding update on maintenance issues around Town
- Participated in the South Shore Regional Vocational Technical High School presentation by Superintendent/Director Thomas Hickey regarding the upcoming school project
- Meeting with Human Resources Director, DPW Superintendent Shawn Patterson, and Water Supervisor Paul Duross to discuss personnel matters
- Participated in MMA State Disaster Response and Recovery Process for Municipalities webinar
- Conducted annual management reviews of Department Heads
- Meeting with Treasurer Collector Shaun Strobel to discuss Capital Budget requests, FY23 close out, and FY24 budget
- Meeting with Town Counsel to review legal issues
- Participated in annual Town employee Sexual and Anti-Harassment Training
- Weekly meeting with Select Board office staff to review unresolved issues, scheduling issues, and correspondence

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- Meeting with MIS Director Detective Goodwin to review timeline for digitalization launch (April 2024)
- Participated in pre-submission meeting for ‘on call’ architects
- Participated and directed Financial Update meeting with the finance team regarding close out of FY23 budget and certification of free cash
- Participated in meeting with audit firm to schedule FY23 audit for January 2024
- Meeting with constituent regarding Marshfield’s 1773 Tea Burning Reenactment event
- Attended Cops for Kids with Cancer fundraiser
- Hosted a Welcome Meet and Greet event for the new Treasurer Collector
- Participated in Beach Nourishment meeting regarding possible routes for trucks to deliver sand to Green Harbor and Duxbury
- Weekly call into WATD regarding upcoming events and to review Select Board meeting
- Participated in monthly CRS/PPI meeting regarding reducing flood damage, flood insurance, and comprehensive flood plain management
- Participated in MMA’s Legislative Briefing webinar
- Meeting with Eversource Community Relations Specialist with EOC Director Lt. Shaw to discuss storms, winter issues, power issues, etc.
- Meeting with constituent regarding Brant Rock property

Town of Marshfield’s Consolidated Fiscal Policies – Mr. Kilcoyne gave some background regarding the Town’s financial policies. Shaun Strobel, Treasurer Collector, appeared before the Board to present the policies and to give an update. Mr. Strobel stated that he did not believe there to be any need for alteration of the policies until the Town has completed the migration to the Munis software. Mr. Maresco stated that the public can find the financial policy documents on the Town website.

Mr. Kilcoyne moved, seconded by Ms. Fidler, to reaffirm the Town of Marshfield’s Consolidated Fiscal Policies as brought forward and presented by Shaun Strobel, Treasurer Collector. Financial Policies set the boundaries within which financial decisions are made by our Town. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Town of Marshfield’s COSO Policy – Mr. Kilcoyne gave some background regarding the Committee of Sponsoring Organizations of the Treadway Commission (COSO). Shaun Strobel, Treasurer Collector, appeared before the Board to present the COSO policy and to give an update. Mr. Strobel stated that he believes the policy to be comprehensive and not in need of an update. Ms. Fidler asked if Mr. Strobel wants to revisit financial policies prior to the annual reaffirmation and Mr. Strobel stated that he wants everything to be situated before revisiting.

Mr. Kilcoyne moved, seconded by Ms. Fidler, to reaffirm the Town of Marshfield’s COSO Policy, sponsored by the American Institute of Certified Public Accountants and the Institute of Internal Auditors, regarding internal controls for effectiveness, efficiency of operation, reliability of financial reporting and compliance with applicable laws and regulations. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Permission to Sign Certifying Authority – DPW Superintendent Shawn Patterson and DPW Assistant Superintendent Dan Bowen appeared before the Board. After a brief discussion, Mr. Kilcoyne moved, seconded by Ms. Fidler, to authorize the Town Administrator to sign the form on November 7, 2023 for Shawn Patterson, Certifying Authority to file as the DPW Superintendent, to file the Marshfield Stormwater Asset Management Plan, after the fact. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

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Multi Hazard Mitigation Plan – Town Planner Greg Guimond appeared before the Board to give update on the Multi Hazard Mitigation Plan. Mr. Guimond gave background regarding the purpose of plan, details within the plan, benefits of plan, similarities and differences between the old and new plan, Federal and State funding access for grants, etc. Mr. Guimond gave details regarding achievements accomplished and action items to be worked on. Mr. Maresco gave some details on the process of the public being informed about the Plan and how the Department Heads have been collaborating on the Multi Hazard Mitigation Plan. Mr. Kilcoyne thanked Mr. Guimond and the Woods Hole Group for their efforts. Mr. Kilcoyne stated his preference to have more time to review the Plan and to vote at a later date to approve the Plan. Ms. Fidler asked if the current draft is a working draft or a final draft and Mr. Guimond answered that the current draft is a final draft. Mr. Guimond stated that the plan is not just for post-disasters, it helps the Town get State and Federal funding. Mr. Kilcoyne asked if this is the last heavy lift regarding the Plan and Mr. Guimond answered that it will be for the next five years. Mr. Darcy stated his preference to vote on the Plan during the current meeting.

After a brief discussion, Mr. Kilcoyne moved, seconded by Ms. Fidler, to postpone the vote to adopt the Multi Hazard Mitigation Plan to the December 4, 2023 Select Board meeting. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Acceptance of Donations – Mr. Kilcoyne moved, seconded by Ms. Fidler, to accept on behalf of the Ventress Memorial Library two donations; a donation of \$5,000.00 from the Friends of the Ventress Memorial Library and a donation of \$150.00 in memory of Michael Kelly, to be deposited into the gift account for the library to be able to supplement the material's budget. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Acceptance of Donation – Mr. Kilcoyne moved, seconded by Ms. Fidler, to accept on behalf of the Veterans Services Department a donation in the amount of \$1,000.00 from the Marshfield Community Rib Cookoff. The donation will be used to provide assistance for health and welfare, morale and/or financial needs of our veterans and their dependents. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Application for One Day Liquor License – Mr. Kilcoyne moved, seconded by Ms. Fidler, to approve a One-Day Indoor Wine and Malt Beverage License for Katie Sheerin of the JPH at Ferry Hill, located at 76 Ferry Hill Road, for an event on December 2, 2023 from 5:00pm to 8:30pm; pending sign off from the Marshfield Police Department and Marshfield Fire Department, and a copy of the Liquor Liability Insurance Certificate being provided naming Marshfield as insured. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Application for One Day Liquor License – Mr. Kilcoyne moved, seconded by Ms. Fidler, to approve a One-Day Indoor/Outdoor Wine and Malt Beverage License for Carlton Chandler of the Marshfield Agricultural and Horticultural Society, located at 140 Main Street, for an event on November 25, 2023 from 10:00am to 3:00pm; pending sign off from the Marshfield Police Department and Marshfield Fire Department, and a copy of the Liquor Liability Insurance Certificate being provided naming Marshfield as insured. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Marshfield Public Health Excellence Group Inter-Municipal Agreement – Mr. Kilcoyne moved, seconded by Ms. Fidler, to approve the Marshfield Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant with Norwell, Rockland, Pembroke, Hanover and Marshfield. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Permission to Utilize Town Training Green – Mr. Kilcoyne moved, seconded by Ms. Fidler, to approve the request of Sherry Costello, on behalf of the Marshfield Chamber of

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Commerce, to place approximately twenty-five holiday trees on the Town Training Green on December 7, 2023. The trees will be sponsored and decorated by individual businesses with electricity supplied by the Town. Each tree will have a small sign with the businesses name. No religious symbols will be used. The Chamber and the businesses will remove the trees within ten days following January 1, 2024. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Application for Film Production Permit – Mr. Kilcoyne moved, seconded by Ms. Fidler, to approve the Film Permit for ‘Son of the 11th Hour’ for RA Vision Productions, Inc., Assured Partners of Natick. The location manager/director will be Raouf Zaki and production manager is Steven Kaldeck; pending sign off from the Marshfield Fire Department and Beaches with the following recommendations from the Marshfield Police Department:

1. Signage, at beach and parking lot, is needed to alert beach-goers that filming is taking place
2. Allowing beach-goers to walk past the area where filming will be taking place
3. If needed, providing Portable Toilets or other solutions for restrooms. The Town will not be opening any bathroom facilities.
4. Remove all trash and leave the beach/parking lot as it was found
5. It is requested that they notify the Marshfield Police Department and Marshfield Select Board Office of the specifics of the filming (timing including back-up dates) and any affect the filming will have on beach-goers by November 30, 2023 to allow for timely notifications to be sent out to the public.
6. It is highly recommended that a Police detail is hired for the duration of filming.

The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Permission to Declare Surplus – Mr. Kilcoyne moved, seconded by Ms. Fidler, to declare a broken and torn chair as surplus inventory to be properly disposed. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Acceptance of Minutes – Mr. Kilcoyne moved, seconded by Ms. Fidler, approve the meeting minutes from the November 6, 2023 and November 9, 2023 meetings. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

At 7:39pm, Mr. Kilcoyne moved, seconded by Ms. Fidler, to adjourn the meeting. The vote was 3:0. Roll Call Vote called by Town Administrator: Mr. Kilcoyne – aye; Ms. Fidler – aye; Mr. Darcy – aye.

Respectfully submitted,

Jenna Gillis

The following documents and exhibits were presented at the meeting: Town of Marshfield’s Consolidated Fiscal Policies; Town of Marshfield’s COSO Policy; Marshfield Stormwater Asset Management Plan; Multi Hazard Mitigation Plan draft; letter from Ventress Memorial Library requesting permission to accept donations; letter from Veterans Services requesting permission to accept donation; application from JPH for one day liquor license; application from Charlton Chandler for one day liquor license; Marshfield Public Health Excellence Group Inter-Municipal Agreement; letter from Sherry Costello requesting permission to use Town Training Green; application for Film Production Permit; letter requesting permission to declare surplus