

**MINUTES – SELECTMEN’S MEETING  
MONDAY, JULY 11, 2016 AT 7:00 P.M.  
MARSHFIELD TOWN HALL - SELECTMEN’S HEARING ROOM**

Present: Stephen G. Robbins, Chairman; Michael G. Bradley, Vice-Chair; James J. Fitzgerald, Clerk and Rocco J. Longo, Town Administrator

Mr. Robbins opened the meeting with the Pledge of Allegiance and stated that the meeting was being recorded by MCTV and other local media outlets.

Town Administrator’s Report – Mr. Longo gave an oral report on the following: Mr. Longo indicated that the Town received a \$7,500 grant for the Green Communities Application, Mr. Longo stated that he had had lunch with Ned Bangs the other day and he is going to retire in September. Mr. Longo also mentioned that there will be another public session on the proposed 40B hopefully, July 18<sup>th</sup> and he will do his best to get the word as well as get the location tomorrow. Mr. Longo then stated that a couple of years ago, an intern, Tyler Shields, had researched all the policies and Cyndee Marcoux, the Library Director has put all of them into a file and now they will go to Town Counsel for review before the Board adopts the manual. Mr. Longo stated that he was grateful to Cyndee for her work. Mr. Longo indicated that the Food Pantry lease will be reviewed and that they may pay for the utilities. Mr. Longo also mentioned that he has been in touch with Leslie Fields and she is working on the first phase of her methodology for the flood zones and that each individual Town will be different and she will meet with us but there is no date yet. Mr. Longo also stated that the Town won the case Whippen vs. the Town of Marshfield regarding the airport and Mr. Longo also stated a film company is interested in looking at some locations around town for a possible filming of an upcoming movie and they will let us know if they are interested. Mr. Longo mentioned that the fiscal year books are closing soon and he is happy to hear that both the Fire Department and Police Department budgets are okay and there is no need for any transfers. Mr. Longo also discussed the fact that the state is looking into the possibility of a walkway over Route 139 and that the Town Engineer Rod Procaccino has advised that he has applied for a coastal resiliency grant for the gateways over the dyke in Green Harbor and that we can have him come in to explain at a future meeting. Mr. Longo also stated that he is still taking applications for the clerical positions in the Treasurer’s office and for the Human Resource Director position and that Jerry Hayes, a retired personnel director is going to help with hiring process. Mr. Robbins then congratulated both the Fire Chief and Police Chiefs for their budget oversight.

Cyndee Marcoux Library Director – Mr. Robbins asked Cyndee Marcoux to come forward. Mr. Robbins stated that Mr. Longo had notified the Board a couple of weeks ago about Ms. Marcoux achieving certification. Ms. Marcoux indicated that in 2009 the American Library Association saw the need for the training of Library Directors and that it took her 5 years to complete the certification but she felt that everything was relevant to her position and that it was a great experience. The Board all thanked Ms. Marcoux for taking the initiative and for all the work that she does at the Library. Mr. Robbins then read the certificate from the Board of Selectmen to Ms. Marcoux to commend her for being designated as a Certified Public Library Administrator.

David Leary and Barbara Costa – Update on Finance Departments- Ms. Barbara Costa, Town Accountant and Mr. David Leary, Town Treasurer appeared before the Board. Mr. David Leary commented on the progress that has been made in the Treasurer’s office relative to getting caught up and thanked everyone especially Barbara Costa and Christine McCarthy. Mr. Leary then went on to explain that there had been some software glitches such as an inadvertently tripling of sewer betterment rates and incorrect dates. Mr. Leary also stated that he is implementing a new process through Zobrio for Treasurer’s cash management of deposits from Town departments and that there has been some training already but more training will be scheduled in the near future for staff. Mr. Leary also explained that they will no longer be accepting on-line checks from banks as it takes too much time for employees to find out what the checks are intended to pay for. Mr. Leary said customers can pay bills on-line through the Town directly just not through the banks and that they can also pay through the mail or in person at Town Hall. Mr. Leary also mentioned that they have recently met with Standard & Poors and the Town has maintained its AA+ rating. Mr. Leary indicated that he also plans to reconfigure the desks in the office so that employees are facing the windows and can see customers when

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they come in. Mr. Leary also noted that he plans to get rid of a lot of old and unused equipment in the office. Mr. Robbins mentioned the fact that the Board had received a lot of calls regarding the on-line checks not being accepted and indicated that the Board had wished they had been informed about this change before it was implemented. All three of the Selectmen expressed frustration with not knowing about the change and about the complaints they had received relative to customer service in the Treasurer’s office. Mr. Bradley wanted Mr. Leary to develop a procedure to insure that all calls are answered in his office. Mr. Leary apologized for not letting the Board know of the change ahead of time and said he would do his best with regard to his employee customer service problems. Ms. Costa indicated that this is a tough time of year because they are in the middle of two fiscal years and she has noticed that the amount of phone calls her office has been receiving with regard to the Treasurer’s office not returning calls has gone down quite a bit. Mr. Fitzgerald expressed the need for better customer service immediately and indicated that if they are changing any type of procedure in the office, the information needs to get to the public as soon as possible. Mr. Fitzgerald then suggested that Mr. Leary enclose an explanation in the bill envelope and elsewhere.

Ms. Costa then discussed Article 3 from the Annual Town Meeting and explained that she had included the Indirect Cost twice in the motion however she had the correct total. Ms. Costa said that she had asked DOR for guidance. Mr. Fitzgerald stated that since all the numbers added up he would consider it a Scribner’s error. Ms. Costa explained that the Town voted the correct budget. Mr. Fitzgerald suggested Ms. Costa get legal advice from Town Counsel for the Town Meeting in the fall. Ms. Costa then explained that the Town is in a better financial position than they were last year. Mr. Robbins stated that both the Town Accountant and the Town Treasurer will be involved in the development of the next upcoming budget.

7-Eleven - Application for Annual Common Victualler License – Mr. Robbins read through the application for the 7-Eleven which is buying the former Tedeschi’s store. Mr. Bradley moved seconded by Mr. Fitzgerald to approve the Common Victualler application for 7-Eleven. The vote was unanimous.

Green Harbor Association – Summer Events - Mr. Robbins read the letter from Daniel Burns, President of the Green Harbor Beach Association which listed its summer events. Mr. Robbins mentioned that these are annual events and the Fire Dept. has no issues. Mr. Bradley moved, seconded by Mr. Fitzgerald to approve the Green Harbor Association’s summer events. The vote was unanimous.

Vote to Open and Close Special Town Meeting Warrant – Mr. Robbins read the dates of the proposed opening and closing of the Special Town Meeting Warrant for the Special Town Meeting on October 24, 2016. Mr. Bradley moved, seconded by Mr. Fitzgerald to open the Special Town Meeting Warrant on Monday August 1, 2016 and close the Special Town Meeting Warrant on Thursday, August 11, 2016. The vote was unanimous.

New Appointment to Council on Aging Board of Directors – Mr. Robbins read the letter from Carol Hamilton, Council on Aging Director stating that the Council on Aging Board unanimously voted to appoint Maureen Rosenberg to the Council on Aging Board of Directors. Mr. Bradley moved, seconded by Mr. Fitzgerald to approve the appointment of Maureen Rosenberg to the Council on Aging Board of Directors. The vote was unanimous.

Board Discussions - Mr. Bradley and all the Board members mentioned that they would like to thank Ned Bangs for all his service as the Recreation Director.

Process for Submission of Annual and Special Town Meeting Warrant Articles – Mr. Robbins read a draft of how he would like to have articles submitted to the office for the Special and Annual Town Meetings. Mr. Bradley noted that he thought the articles submitted should be as accurate as possible and Mr. Fitzgerald commented that he felt the articles should not have the words, a sum of money. Mr. Fitzgerald said there should be an actual figure. Mr. Fitzgerald

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explained that an amount could always be lowered at Town Meeting. Mr. Longo mentioned that if the Board sets the policy then there should be no problem.

Mr. Robbins and the Board decided to table this discussion to the next meeting.

Acceptance of Minutes – Mr. Bradley moved, seconded by Mr. Fitzgerald to approve the minutes of June 13, 2016, June 20, 2016 and June 29, 2016. The vote was unanimous.

Executive Session – Mr. Bradley moved, seconded by Mr. Fitzgerald to go into Executive Session at 8:20 p.m. for the purposes of pending litigation, union negotiations and non-union contract negotiations in which an open meeting would have a detrimental effect on the bargaining position of the body and not to return to Open Session. The vote was unanimous. Roll call vote: Mr. Fitzgerald – aye, Mr. Robbins – aye, Mr. Bradley – aye.

Respectfully submitted,

Beverly Wiedemann

Documents and exhibits presented at this meeting were the following:

Information and copy of certificate regarding certification of Cynthia Marcoux as a Certified Public Library Administrator, copy of Common Victualler application for 7-Eleven, letter and other information from Green Harbor Association regarding upcoming summer events with copy of email from Fire Chief, copy of notice of opening and closing of Special Town Meeting warrant, and Town Meeting Calendar and Budget Schedule, letter from Council on Aging with application and resume for Maureen Rosenberg and copy of minutes from June 13, 2016, June 20, 2016 and June 29, 2016.