

MINUTES – SELECTMEN’S MEETING

Thursday, April 16, 2020

Remote Meeting

Participants: Joseph E. Kelleher, Chairman; Michael G. Bradley; Christopher R. Rohland; Michael A. Maresco, Town Administrator

Mr. Kelleher opened the meeting at 7:00 p.m. and announced that the meeting is being recorded.

Town Administrator Report – Michael Maresco provided the Board with his brief as follows.
Week of March 9, 2020:

- Attended meeting at Senior Center with Project Manager regarding schematic design
- Met with Collins Construction and Facilities Manager regarding elevator project
- Met with Patrick Dello Russo to review status of capital projects
- Conducted Building Commissioner interviews with Chief Hocking and Danielle Kerrigan
- Statewide conference call on legal issue related to COVID-19
- Weekly meeting with Facilities Manager regarding ongoing projects
- Weekly meeting regarding Police Station and DPW projects
- Met with Bill Dodge and Carin Paulette regarding Veterans Office
- Attended weekly COVID-19 Task Force meeting
- Contract signing for new Housing Coordinator

Week of March 16, 2020:

- Reviewed Town Meeting warrants with Patrick Dello Russo and Beverly Wiedemann
- Department Head Meeting
- Conference call with Fred Russell and Collins Construction regarding elevator project
- Weekly meeting with Facilities Manager regarding ongoing projects
- Attended Zoom training for remote meetings
- Met with vendor regarding inventory of DPW and Police stock, parts, etc.
- Moderator’s Meeting in preparation for Special and Annual Town Meeting

Week of March 23, 2020:

- Conference call with COVID-19 Task Force
- Conference call with Town Administrators/Town Managers regarding COVID-19
- Fiscal Team Meeting
- Phone call with Town Moderator regarding changes to Town Meeting and Election

Week of March 30, 2020:

- COVID-19 Task Force call in meeting
- Town Manager call in meeting regarding COVID-19
- Weekly meeting with Facilities Manager regarding ongoing projects

Week of April 6, 2020:

- COVID-19 Task Force call in meeting
- Virtual meeting with Collins Construction and Fred Russell regarding elevator project
- Conference call with Patrick Dello Russo regarding changes to FY21 budget
- Virtual meeting with Patrick Dello Russo on Budget Presentation for Town Meeting

Week of April 13, 2020:

- Virtual Department Head Meeting
- Conference Call with COVID-19 Task Force
- Virtual meeting with Collins Construction and Fred Russell regarding elevator project
- Virtual meeting with Jon Nash and Patrick Dello Russo regarding fiber optics in new buildings
- Discussion with Patrick Dello Russo regarding funding for COVID-19 supplies
- Weekly meeting with Facilities Manager regarding ongoing projects
- Telephone meetings with Department Heads regarding FY21 Budgets

Procurement of COVID-19 Supplies – Joe Kelleher said that he has spoken to Patrick Dello Russo and Michael Maresco about this and does not have any concerns. Mr. Kelleher noted that the request is for \$73,774.09 for computers and equipment for employees to work from home during the pandemic. Patrick Dello Russo gave some details on the process for authorizing these purchases which will be covered under the emergency act. After a brief discussion, Joe Kelleher moved, seconded by Mike Bradley, to approve this expenditure. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland – aye.

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2021 Budget – Michael Maresco said that due to loss of revenue related to COVID-19 the FY21 budget has been cut by 1.8%. Mr. Maresco noted that \$367,687 has been cut from the School budget and broke down the remaining reductions by department. Mr. Maresco added that these budget reductions were done to protect all full time employees from layoffs. After a brief discussion, Joe Kelleher moved, seconded by Mike Bradley, to approve this revised FY21 budget. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Town Meeting and Election – Joe Kelleher announced that due to the state-wide stay at home advisory, the date for the Annual and Special Town Meeting has been changed to May 26, 2020 and the local election has been changed to May 30 2020.

Renewal of Fuel Storage Licenses – Joe Kelleher read through the list of businesses that hold Fuel Storage Licenses as follows:

- Shoreline Aviation, Marshfield Municipal Airport
- QuirkCars Inc., 830 Plain Street
- QuirkCars Inc., 955 Plain Street
- Williams Coal & Oil Company
- Roht Marine
- Speedway
- Prime Gasoline
- Colbea Enterprises LLC, Shell
- Marshfield Country Club
- Public Petroleum
- Rand-Handy Oil Co.
- McDougall Bros.
- Ocean Bluff Automotive
- Cedar Filling Station
- Green Harbor Marina
- Taylor Marina
- Ocean Street Auto Repair and Service Inc.

Mr. Kelleher moved, seconded by Michael Bradley, to grant these renewals contingent on receipt of forms and fees and payment of taxes. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Ratification of Vote on P&S Agreement for 1929 Main Street – Joe Kelleher moved, seconded by Mike Bradley, to ratify the vote taken in Executive Session to approve the Purchase & Sale Agreement for the property located at 1929 Main Street. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Return to Work Protocol, Emergency Reassignment of Duties Policy, and Remote Work & Telecommuting Policy – Joe Kelleher said that he has reviewed and discussed these policies with Michael Maresco. Michael Maresco said that he has talked to union representatives and Labor Counsel about the language. Mr. Maresco gave a brief overview of the policies. After a brief discussion Joe Kelleher moved, seconded by Mike Bradley, to adopt the Return to Work Protocol, Emergency Reassignment of Duties Policy, and the Remote Work & Telecommuting Policy as written. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Tax Deadlines and Extensions – Joe Kelleher said that it is important to make allowances for people who are suffering financially during this pandemic. Mike Bradley said that the policy which looks at requests on a case by case basis is good. Chris Rohland said that they need to look at ways to show hardship other than applying for unemployment since not everyone who is out of work is eligible for unemployment. Joe Kelleher agreed that as long as the taxpayer can show proof of a financial hardship related to COVID-19 they should be eligible for an extension. Mike Bradley asked who would handle appeals of the Treasurer/Collector’s decision. Robert Galvin said that appeals would be heard by the Town Administrator and if further appeal is needed it would go to the Board of Selectmen. After a brief discussion, Joe Kelleher moved, seconded by Mike Bradley, to adopt this policy. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

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Local Election Polling Hours – Michael Maresco said that the Town Clerk has requested reducing hours for the local election on May 30, 2020 to 10:00 a.m. until 2:00 p.m. This request is due to a lack of volunteers and an expected low turnout of voters. After a brief discussion, Joe Kelleher moved, seconded by Mike Bradley, to approve this reduction of hours. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Appointment of New Building Commissioner – Michael Maresco said that the Search Committee which was comprised of the Town Administrator, Fire Chief and Human Resources Manager, is recommending that Andrew Stewart be appointed as the new Building Commissioner. Mr. Maresco gave some details on the interview process and said that Jim Folkard will stay on in a part time capacity to aid with the transition. After a brief discussion, Joe Kelleher moved, seconded by Mike Bradley, to appoint Andrew Stewart as the Building Commissioner. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Deeds from Marshfield Rod and Gun Club – Robert Galvin gave some details on the parcels owned by the Rod and Gun Club. Mr. Galvin said that the club proposed the donation of these unbuildable lots to the Town close to a year ago, but a considerable amount of time was spent on title clearance and developing appropriate language for the deed. Joe Kelleher moved, seconded by Mike Bradley, to accept this deed from the Rod and Gun Club. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Acceptance of Minutes – Joe Kelleher moved, seconded by Mike Bradley, to accept the minutes of March 9, 2020 and March 17, 2020 as written. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Executive Session – At 7:50 p.m. Mr. Kelleher moved, seconded by Mr. Bradley, to go into Executive Session for the purpose of discussing strategy for potential real estate acquisition where an open session would have a detrimental effect on the negotiating position of the Town, not to return to open session. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Mr. Kelleher moved, seconded by Mr. Bradley, to close the executive session at 8:30 p.m. and adjourn the meeting. The vote was unanimous. Roll Call Vote: Mr. Kelleher – aye; Mr. Bradley – aye; Mr. Rohland –aye.

Respectfully submitted,

Catherine Burke

The following documents and exhibits were presented at the meeting: list of COVID-19 related computer supplies purchased; list of Fuel Storage License Renewals; details and P&S Agreement for purchase of property at 1929 Main Street; copy of Return Work Protocol; Emergency Reassignment of Duties Policy; Remote Work & Telecommuting Policy; Modified Telework Form; memo from Treasurer/Collector regarding Tax Deadlines and Extensions; email from Human Resources Manager regarding Building Commissioner position; copy of Deed for parcels of land from the Marshfield Rod and Gun Club.