

MINUTES – SELECTMEN’S MEETING

Monday, February 29, 2016

Selectmen’s Hearing Room

Present: Matthew J. McDonough, Chairman; Stephen G. Robbins; Michael G. Bradley; Rocco J. Longo, Town Administrator

Matthew McDonough opened the meeting at 7:30 p.m. and announced that the meeting is being recorded by MCTV and WATD.

Town Administrator Report – Rocco Longo provided the Board with his weekly brief:

- Revised FEMA flood maps should be arriving soon, will coordinate meetings with professional groups to review the new maps to ensure that the changes proposed have been incorporated. The Town has 30 days to review and comment on the new maps. Once we receive the Letter of Final Determination from FEMA, the Town has six months to act on them.
- The legislation to change the date of our local election has been filed.
- There was an issue with the septic system at Rexhame Beach, they are working to resolve it and will keep the Board updated.
- Busy week last week with Safety Committee meeting, budget meetings, collective bargaining, and work on the Town Meeting Warrant. There will be a Drug Task Force meeting on Wednesday at 4:00 p.m. in the Selectmen’s hearing room.

Matthew McDonough took a moment to announce that he will not be running for re-election in May. Mr. McDonough took the opportunity to thank Steve Robbins and Mike Bradley as well as past Selectmen Patricia Reilly and John Hall for their support and said that he has been honored to serve the Town as a Selectman for almost 6 years. Mr. Robbins said that it has been a pleasure to work with Mr. McDonough. Mr. Bradley noted that Mr. McDonough’s level of experience will be missed on the Board.

David Leary – Update on Status of Treasurer/Collector Office – Mr. Leary appeared before the Board to give an update on the challenges facing the Treasurer/Collector’s office. Mr. Leary said that they are currently working on year-end reports for the DOR; water and sewer bills for all precincts have been mailed; excise tax bills are being prepared. The office is not adequately staffed and that is a major contributor to the problems with customer service. Mr. Leary said that in his opinion the financial software being used is antiquated, he would like to look at investing in new software as soon as possible. Also need to market online bill payment so that there are less paper checks coming through the office. Steve Robbins asked if the online payment system is back up. Mr. Leary said that the water and sewer system is still down, but the online system for payment of taxes is up and running. Mr. Robbins asked how much more staff is needed. Mr. Leary said that one position is vacant due to illness right now, he has budgeted for an additional position in FY17. Matt McDonough said that answering the phone and returning phone calls needs to be a priority, that fact that people are not getting a response from the Collector’s office ends up taking more time from other departments and elected officials who are fielding calls from frustrated residents. Steve Robbins said that we need a specific game plan for how things are going to be improved and said he would like Mr. Leary to come back before the Selectmen in the next few months with an update. Keith Polansky, Advisory Board, said that a capital budget request for new financial software should be put on the warrant for the fall special town meeting. Yvonne Price, Advisory Board, suggested getting a senior volunteer to cover the phones until the Department is back at full staff. The Board thanked David Leary for the update and asked him to keep them apprised of the situation.

Request to Deficit Spend Snow & Ice Budget – Tom Reynolds appeared before the Board to explain the reason for this request. Matthew McDonough read through the details submitted to the Board requesting permission to deficit spend an additional \$200,000 for a total of \$600,000 in the snow & ice budget. Mr. McDonough asked about oversight of private contractors. Mr. Reynolds said that they have a new program to track their hours. Mr. Robbins asked about the variance in the numbers on the letter from Tom Reynolds and the numbers in the spreadsheet submitted by Dan Bowen. Mr. Reynolds said that Dan Bowen’s spreadsheet did not include the last two storms. After a brief discussion, Steve Robbins moved, seconded by Mike Bradley, to authorize the DPW to deficit spend up to an additional \$200,000 in the Snow and Ice Budget. The vote was unanimous.

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Marshfield Kids at Play – Shade Structure – Danielle Hitchcock, Laura Brait, Tim Pesko, and Ned Bangs appeared before the Board. Ms. Hithcock of the Hitchcock Foundation gave some details on the fundraising efforts. Tim Pesko of ChildScapes gave some details on the plans for the actual shade pavilion. After a brief discussion Steve Robbins moved, seconded by Mike Bradley, to endorse and approve the building of the shade structure at the Marshfield Playground. The vote was unanimous.

FY2017 Budget Update – Rocco Longo gave an update on the budget including an overview of increased revenues including new growth in the tax levy, state aid and local receipts. Mr. Longo also reviewed expenditures including fixed costs and cuts that had to be made to some departmental requests. Mr. Longo noted that the total budget is \$88,839,338, a 4.7% increase over last year. The Board thanked the finance team, and especially Mr. Longo, for all of the work they put in to balancing this budget.

Appointment of Payroll Administrator – Matthew McDonough reviewed Doreen Sampson’s resume and background. Rocco Longo described the process leading to the recommendation of Doreen Sampson for the position of Payroll Administrator. Steve Robbins said that he would like an update on how things are going with Ms. Sampson after 3 months on the job. Steve Robbins moved, seconded by Mike Bradley, to appoint Doreen Sampson as Payroll Administrator. The vote was unanimous.

Fire Department – Permission to Accept Donation – Matthew McDonough read the letter from Chief Hocking requesting permission to accept an anonymous donation of \$100. Steve Robbins moved, seconded by Mike Bradley, to accept this donation. The vote was unanimous.

New Appointment to Energy Committee – Stephen Lahti – Steve Robbins said that he has not had a chance to speak to Mr. Lahti, but has reviewed his resume and has received a letter from the Energy Committee recommending that Mr. Lahti be appointed to fill their vacancy. Steve Robbins moved, seconded by Mike Bradley, to appoint Stephen Lahti to the Energy Committee for the remainder of a three year term that expires on June 30, 2018. The vote was unanimous.

New Appointment to Conservation Commission – James Kilcoyne – Matthew McDonough noted that the Board has received a letter from Jay Wennemer recommending that Mr. Kilcoyne be appointed to the Conservation Commission. Mr. McDonough briefly reviewed Mr. Kilcoyne’s resume and said that he endorses this appointment. Steve Robbins moved, seconded by Mike Bradley, to appoint James Kilcoyne to the Conservation Commission for the remainder of a three year term that expires on June 30, 2018. The vote was unanimous.

New Appointment to Coastal Advisory Committee – Brent Courchene – Mike Bradley noted that the Coastal Advisory Committee has recommended this appointment. Mr. Bradley briefly reviewed Mr. Courchene’s resume and said that he supports this appointment. Steve Robbins moved, seconded by Mike Bradley, to appoint Brent Courchene to the Coastal Advisory Committee for the remainder of a three year term that expires on June 30, 2018. The vote was unanimous.

North River Arts Society – One Day Wine & Malt License – Matt McDonough read through the application for a one day wine & malt license for the “Focus on Figures” opening reception to be held at the GAR Hall on April 22, 2016. Steve Robbins moved, seconded by Mike Bradley, to grant this license. The vote was unanimous.

The Jetty – Request for Extension of Licensed Premise and Entertainment License – Matt McDonough read through the letter requesting permission for an extension of premise and an entertainment license for an event taking place at the Jetty on April 16 and 17, 2016. After a brief discussion, Steve Robbins moved, seconded by Mike Bradley, to approve this request for an extension of licensed premise on Saturday April 16 and Sunday April 17, 2016 from 11:00 a.m. until 9:00 p.m. to include a section of the parking lot. The vote was unanimous. Steve Robbins moved, seconded by Mike Bradley, to approve an entertainment license for the same date and times. The vote was unanimous.

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Ming Dynasty – Request to Close Restaurant for an additional 30 days – Matthew McDonough read the letter from Henry Wong updating the Board on the progress of repairs/renovations from the roof collapse last winter and requesting an additional 30 days to reopen. Steve Robbins said that he is glad that Mr. Wong is keeping the Board apprised of the situation, but said that it is important that he does everything he can to get the restaurant reopened as soon as possible. Steve Robbins moved, seconded by Mike Bradley, to grant a 30 day extension of the hold on this liquor license through April 30, 2016. The vote was unanimous.

Acceptance of Minutes – Mr. Robbins moved, seconded by Mr. Bradley to approve the minutes of January 25, 2016 and February 22, 2016 as written. The vote was unanimous.

Executive Session – at 8:55 p.m. Mr. Robbins moved, seconded by Mr. Bradley, to go into Executive Session for the purpose of discussing contract negotiations with non-union personnel that if discussed in open session may 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. Robbins – aye; Mr. McDonough – aye; Mr. Bradley – aye.

Mr. Robbins moved, seconded by Mr. Bradley, to close the executive session at 9:45 p.m. and adjourn the meeting. The vote was unanimous. Roll call vote: Mr. Robbins – aye; Mr. McDonough – aye; Mr. Bradley – aye.

Respectfully submitted,

Catherine Burke

The following documents and exhibits were presented at the meeting: information regarding proposed shade structure at playground; application, resume and cover letter from Doreen Sampson; request to deficit spend snow & ice budget and back up material from DPW; letter from Chief Hocking requesting permission to accept donation and copy of check; application for appointment to Energy Committee from Steven Lahti and recommendation from Gia Lane; application for appointment to Conservation Commission from James Kilcoyne and recommendation from Jay Wennemer; application for appointment to Coastal Advisory Committee from Brent Courchene and recommendation from Ben Cowie-Haskell; application for one day wine & malt license from North River Arts Society and copy of liquor liability insurance; letter from Richard Vaughan and accompanying materials requesting permission for extension of licensed premise and entertainment license; letter from Henry Wong requesting permission to keep licensed premise closed for an additional 30 days.