

**MARION BOARD OF SELECTMEN
WATER/SEWER COMMISSIONERS
MEETING MINUTES
March 17, 2015**

MEMBERS PRESENT: Jonathan Henry, Chairman
Jonathan Dickerson
Stephen Cushing

ALSO PRESENT: Paul Dawson, Town Administrator
Jean Perry (Wanderer)
Matthew Bernat (Sippican Week)
Debra Paiva, secretary
Other members of the audience who did not sign in

The meeting was called to order at 7:00 p.m. in the Town House conference room. Mr. Henry announced that the meeting would be televised, video recorded by ORCTV, and audio recorded by Town of Marion staff. A list of the materials reviewed at the meeting will be attached to these minutes.

Approval of Meeting Minutes – March 3, 2015, March 6, 2015

Moved by Mr. Dickerson and seconded by Mr. Cushing to approve. VOTE: 3-0-0

ACTION ITEMS

Discussion – Music Hall coordinator proposed job description

Three job descriptions recommended by the Music Hall Advisory Committee (MHAC) were reviewed and discussed. Although the MHAC recommends that the employee report to them, the selectmen decided that Facilities Manager Shaun Cormier would be the supervisor. It was agreed that the position named Music Hall Supervisor was the best choice, and it would be renamed Music Hall Coordinator. Mr. Cormier agrees that 30 hours per month is reasonable; he has researched the salaries of similar positions and averaged them to be \$18 per hour, equating to a need to add \$6480 to the facilities budget for fiscal year 2016. Assuming that the selectmen approve the creation of the position, Mr. Cormier will work with the Finance Committee to amend the proposed facilities budget.

Moved by Mr. Dickerson and seconded by Mr. Cushing to approve the job description with the one change of word from supervisor to coordinator, at 30 hours a month, \$18 per hour, an annual budget of \$6480 now rolled into the facilities budget. The reporting will be to the Facilities Manager. VOTE: 3-0-0

Discussion – Fire Chief job description and advertisement

During the review of the proposed advertisement and job description the following items were addressed:

- EMT certification - current or previous will be required
- Residency requirement – the requirement will be removed
- Informing applicants of the possibility of a staffed department – the preferred qualifications will include experience with on-call and/or staffed department
- Advertisement – word “quintessential” will be removed
- Contractual language - will describe who the Chief will report to

After discussion the selectmen agreed to approve the ad and job description with the above referenced revisions.

Process – Applicants will be interviewed by 3 Fire Chiefs prior to being interviewed by the selectmen

Screening Committee – The resumes will consist of two Fire Chiefs, retired or working, from non-bordering towns, and one selectman. Mr. Dawson will work with Mr. Dickerson and submit a recommendation to the selectmen at a future time.

Request from Marion Art Center regarding Arts in the Park

Moved by Mr. Cushing and seconded by Mr. Dickerson to approve the request. VOTE: 3-0-0

Request for additional sewer flow at 16 Cottage Street

The request is for an additional three bedrooms (330 gallons per day) to an existing multifamily dwelling at 16 Cottage Street. Owner Christian Loranger was present and explained that the dwelling will be converted to five two-bedroom condo units. The property is currently connected to Town sewer and no change to the existing connection is proposed.

Moved by Mr. Cushing and seconded by Mr. Dickerson to approve the request. VOTE: 3-0-0

Request for appointment to Marion Cultural Council – Suzy Taylor

Moved by Mr. Dickerson and seconded by Mr. Cushing to approve the request. VOTE: 3-0-0

Discussion – Police Department Rules & Regulations

The Rules & Regulations were presented and highlighted by Chief Miller at the previous meeting.

Moved by Mr. Cushing and seconded by Mr. Dickerson to approve the Manual of Rules and Regulations for the Government of the Police Department of the Town of Massachusetts. VOTE: 3-0-0

Discussion – Recommendation regarding Town House Designer Services RFQ

Mr. Dawson told the Board that the recent request for qualifications resulted in four responses. After review, the committee followed up with a presentation and interview process with three of the firms. The interviews resulted with a unanimous vote to recommend that the contract be awarded to the architectural firm Turowski2 Architects, Inc., located in Marion. Mr. Dawson noted that after the recommendation was received the price proposal was opened and the proposal price of \$96,000 is well within the budget appropriated by Town Meeting. Town Counsel is working on the wording of the contract.

Moved by Mr. Cushing and seconded by Mr. Dickerson to accept the recommendation of the Town House Feasibility Study review group. VOTE: 3-0-0

Mr. Henry commended the committee for their efforts, noted that the firms all made good, reasoned presentations based on a variety of experience, and said he was very happy to be involved in the process.

Review and sign contract – Mary’s Pond well rehabilitation

A contract with water consultants Tata & Howard was discussed; the contract is for test well exploration to replace two wells at Mary’s Pond. Mr. Dawson explained that the contract is not to exceed \$66,000 and falls within the Water Department budget.

Moved by Mr. Dickerson and seconded by Mr. Cushing to approve and sign the contract. VOTE: 3-0-0

One day all alcohol license – VFW #2425 – clam boil – 5:00 p.m. – 9:00 p.m. (3/28/15)
Moved by Mr. Cushing and seconded by Mr. Dickerson to approve. VOTE: 3-0-0

TOWN ADMINISTRATOR REPORT

Community Preservation Act applications

Mr. Dawson and Mr. Henry recently attended a Community Preservation Committee (CPC) meeting. The CPC will make final decisions on the applications at a public hearing on March 20.

- Town House – The application submitted by the Board of Selectmen requests \$500,000 to make funds available for how the project might progress. The intent is to request more funds next year.
- Sippican Woods – The application submitted jointly by the Board of Selectmen and the Marion Affordable Housing Trust requests \$450,000 and would create nine units of affordable housing.

Update – FY2016 budget

Mr. Dawson said the budget process has been ongoing and the Finance Committee will be at the next meeting with final recommendations to bring to Town Meeting.

Roadway Improvement Project – Phase 1A

A memo providing a status update and listing 14 items of work to be completed was reviewed and briefly discussed. The contractor expects to begin work late this month or early next month and the work should be completed by Memorial Day.

CORRESPONDENCE

The following correspondence items was briefly discussed:

#1 - Letter from William Claflin regarding water service

Not on agenda:

The Department of Public Works has been having difficulty with the telephone system, resulting in one working telephone line. Residents were asked to call back if their call is not answered, or email rather than call.

Mr. Dickerson suggested that the ORR boys' basketball team and coaches be invited to the next meeting in order to congratulate them for their recent championship.

Moved by Mr. Cushing and seconded by Mr. Dickerson at 8:29 p.m. to adjourn and enter into Executive Session for strategy related to collective bargaining. The Board will not be returning to regular session. A roll call vote was taken with all members voting aye. VOTE: 3-0-0

Respectfully submitted,



Stephen M. Cushing, Clerk

Date approved: April 7, 2015

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**MARION BOARD OF SELECTMEN
WATER/SEWER COMMISSIONERS
DOCUMENTS REVIEWED AT MEETING – March 17, 2015**

Meeting minutes - March 3, 2015, March 5, 2015
Music Hall coordinator proposed job description
Fire Chief job description and ad
Request from Marion Art Center regarding Arts in the Park
Request for additional sewer flow at 16 Cottage Street
Request for appointment to Marion Cultural Council – Suzy Taylor
Police Department Rules & Regulations (proposed)
Recommendation regarding Town House Designer Services RFQ
Contract – Mary’s Pond well rehabilitation
One day all alcohol license – VFW #2425 – clam boil – 5:00 p.m. – 9:00 p.m. (3/28/15)
Roadway Improvement Project – Phase 1A
Letter from William Claflin regarding water service
Application for Nomination of Inspector of Animals
Memo from Health Director regarding award of grant
Letter from MOSAC regarding management of Goldovitz bog and also Sippican Lands Trust proposal for signage
Memo regarding Tri-Town Herring meeting
Xfinity – regarding annual license fee and annual notice
Copy of letter from Building Commissioner regarding 99 Perry’s Lane, Rochester
Notice of ZBA decision – 512 County Road
Letter from NSTAR Gas Company d/b/a Eversource regarding request to increase residential gas rates
Email from Tree Warden regarding Tree City USA application and also requesting Arbor Day proclamation
Email from MMA regarding Chapter 90 bond bill
Invitation – Massachusetts Open Space Conference – May 9
Recommendation from Music Hall Advisory Committee regarding increase of committee membership and appointment of two new members
ZBA notice of decision – 11 Shady Lane

OTHER BOARDS

Meeting minutes – Music Hall 125th celebration subcommittee (2/25/15)
Meeting agenda – Planning Board (3/16/15)