

**Board of Selectmen  
Minutes of July 12, 2016  
Selectmen's Chamber, Town Hall**

**Present:** Alison Hughes, Chairman, Joseph DiRocco, Jr., Vice-Chairman, Tami M. Dristiliaris, Clerk, Tony Archinski, Jesse Forcier, Jim Duggan, Town Manager, Attorney James Hall and Recording Secretary Shannon Rowe

Mrs. Hughes opened the meeting at 7:00 p.m.

The Pledge of Allegiance was recited followed by a moment of silence being observed for those who paid the ultimate sacrifice on behalf of this country and for those currently serving in the military particularly in Afghanistan and Iraq.

POLICE CHIEF'S REPORT:

Chief Richardson appeared before the Board and stated that there are two Officers currently attending the Police Academy and they are both doing well. Chief Richardson introduced Police Officer Daniel Nyoro who started with the Department on July 1<sup>st</sup>. Chief Richardson gave a brief history of Officer Nyoro and stated that Officer Nyoro sponsored himself through the Police Academy.

RECOGNITIONS:

\* Police Chief Kevin Richardson – Citation for his 34 Years of Service to the Town – Mrs. Hughes presented Chief Richardson with a Citation for his 34 years of service to the Town. Mr. Duggan discussed Chief Richardson's career with the Police Department and recognized Mrs. Brenda Richardson and Chief Richardson's family for supporting his position over the years. The Board thanked Chief Richardson for his service.

\* Mike Buxton, Public Works Director – Citation for his 25 Years of Service to the Town – Mrs. Hughes presented Mr. Buxton with a Citation for his 25 years of service to the Town. Mr. Duggan discussed Mr. Buxton's career with the Public Works Department and recognized Mrs. Carol Buxton and Mr. Buxton's family for supporting his position over the years. The Board thanked Mr. Buxton for his service.

COMMUNITY INPUT:

\* No one signed in under Community Input.

TOWN MANAGER'S REPORT – Mr. Duggan discussed the upcoming Talent Show scheduled at the Council on Aging. Mr. Duggan stated that they are currently looking to hire an Activities/Volunteer Director for the Council on Aging, four Dispatchers at the Police Department and one Student Page at the Library. Mr. Duggan discussed the RFP that was sent out for IT service and stated that the RFP's came back double and triple for consultants.

(Board of Selectmen Meeting Minutes of July 12, 2016)

Mr. Duggan stated that they are going to hire an in-house IT Technician who would work directly with Administration. Mr. Duggan stated that they are currently interviewing for the position and stated that the IT Technician's work station would be located in the Treasurer's Office. Mr. Duggan stated that the IT Technician would work with Town Hall, Police Department, Fire Department and Department of Public Works. Mr. Duggan stated that the 1<sup>st</sup> quarter tax bill are out for FY17, the Lake Mascuppic boat ramp work has been completed and the parking lot across the street is the State's next goal. Mr. Duggan stated that the Planning Board is revising their Subdivision By-Laws, Ms. Ware is working on the Open Space Plan and discussed the MS4 Stormwater Permit and the action plan going forward. Mr. Duggan stated that the foundation is in for the assisted living facility, the Cross and Colburn Roads project will start next week and they are working on the drainage at Boule Park. Mr. Duggan stated that they are working collaboratively with the Boule Park Committee and they are planning on having the ribbon cutting ceremony around Veteran's Day. Mr. Duggan stated that they are working with Brox, the Police Department and the Department of Public Works on the signal on Methuen Street. Mr. Duggan stated that Firefighter Clement Conole is retiring at the end of the month and Judy Gilbert from the Council on Aging would be retiring August 22<sup>nd</sup>. Mr. Duggan explained that Presidential voting starts 11 days before the election. Mr. Duggan stated that this is only for the Presidential election and the Town Clerk's Office would be open regular business hours during that time.

Mr. Forcier asked how would staffing work for the election? Mr. Duggan stated that there would be a voting area at the Town Clerk's Office.

Mr. Forcier stated that the 20 mph sign is still flashing in front of the Campbell School even though school is out and maybe that would help with the traffic on Methuen Street.

Mr. Archinski asked why the Cross and Colburn Roads project has been delayed? Mr. Duggan stated that the project had to be re-bid because the first bids came in very high. Mr. Duggan discussed putting the contract together, scheduling, etc. Mr. Duggan discussed also working with National Grid on the project.

APPROVAL OF STATE PRIMARY WARRANT FOR SEPTEMBER 8, 2016 – Motion made by Mr. DiRocco to approve the State Primary Warrant for September 8, 2016. Motion seconded by Mr. Archinski. Motion passed unanimously.

#### INTRODUCTIONS:

\* Jackqueline Hickford – New Veteran's Service Officer – Mr. Duggan introduced Ms. Hickford to the Board. Ms. Hickford appeared before the Board and gave a brief history of her past employments. Ms. Hickford stated that she is currently working on outreach, helping Veteran's, coffee hours, etc.

(Board of Selectmen Meeting Minutes of July 12, 2016)

\* Edward Patenaude – New Public Works Director – Mr. Duggan introduced Mr. Patenaude to the Board. Mr. Patenaude appeared before the Board and have a brief history of his past employments. Mr. Patenaude thanked the Board and stated that he looks forward to working in Town.

COMMUNITY CALENDAR:

The Chairman read the information in the Community Calendar.

SPECIAL PERMIT SUBMITTALS:

\* Cellco Partnership d/b/a Verizon Wireless – Single Antenna and a Small Radio that will be mounted on an Existing Utility Pole #10-9 located in the Public Right of Way on Robbins Avenue – Mr. Daniel Klasnick appeared before the Board to submit the Special Permit Application for a single antenna and small radio that will be mounted on an existing utility pole. Mr. Duggan read the Special Permit Application into the record.

\* Cellco Partnership d/b/a Verizon Wireless – Single Antenna and a Small Radio that will be mounted on an Existing Utility Pole #176-10 located in the Public Right of Way on Thissell Avenue - Mr. Daniel Klasnick appeared before the Board to submit the Special Permit Application for a single antenna and small radio that will be mounted on an existing utility pole. Mr. Duggan read the Special Permit Application into the record.

\* Cellco Partnership d/b/a Verizon Wireless – Single Antenna and a Small Radio that will be mounted on an Existing Utility Pole #14/7-1 located on Broadway Road - Mr. Daniel Klasnick appeared before the Board to submit the Special Permit Application for a single antenna and small radio that will be mounted on an existing utility pole. Mr. Duggan read the Special Permit Application into the record.

AGENDA ITEMS:

\* Virgin Mary Greek Orthodox Church, 1160 Mammoth Road – Requesting a Three Day All Alcohol Liquor License for August 26, 2016, Noon to 11:00 p.m., August 27, 2016, Noon to 11:00 p.m. and August 28, 2016, Noon to 9:00 p.m. – Ms. Joanna Houliaris appeared before the Board requesting a three day all alcohol liquor license for the annual Grecian food festival August 26<sup>th</sup> through August 28<sup>th</sup>, 2016.

Motion made by Mr. Archinski to approve the Three Day All Alcohol Liquor License for August 26, 2016, Noon to 11:00 p.m., August 27, 2016, Noon to 11:00 p.m. and August 28, 2016, Noon to 9:00 p.m. Motion seconded by Mrs. Dristiliaris. Under Discussion:

Mr. Forcier asked if the Board also had to approve a license for the food being sold at the festival? Mr. Duggan stated no, the food permit is through the Board of Health.

(Board of Selectmen Meeting Minutes of July 12, 2016)

Motion passed unanimously.

\* Angel Express Transportation, 101 Broadway Rd, Unit 11 – Requesting a Livery License for Two Cars and One Van – Mr. Freddy Pena, Owner of Angel Express Transportation, appeared before the Board and stated that he would be bringing patients to hospital appointments within Massachusetts.

Motion made by Mr. DiRocco to approve a Livery License for Two (2) Cars and One (1) Van. Motion seconded by Mr. Archinski. Motion passed unanimously.

\* Dracut Police Department – Requesting Acceptance of a Donation from Downtown Page, LLC, for a Flat Panel T.V. with Wall Mount and External Antenna – Mr. DiRocco asked who was the owner of Downtown Page, LLC? Mr. Duggan stated that the owner of Downtown Page, LLC is Mr. Louis Darvirris.

Motion made by Mr. DiRocco to accept the Donation from Downtown Page, LLC for a Flat Panel T.V. with Wall Mount and External Antenna. Motion seconded by Mr. Forcier. Motion passed unanimously.

\* Al & Rita's Café, LLC – 1734 Lakeview Avenue, Unit 10 – Requesting a Common Victuallers License for Change of Owner and Change of Manager – Ms. Janet Andrews appeared before the Board to request a Common Victuallers License for Change of Owner and Change of Manager. Ms. Andrews stated that she has purchased the Dracut Family Diner.

Motion made by Mr. DiRocco to approve the Common Victuallers License for Al & Rita's Café, LLC. Motion seconded by Mrs. Dristiliaris. Motion passed unanimously.

\* Geoff Trivino – Requesting Permission to have the Joseph Middlemiss Rock 'n' Roll Superhero 5K Road Race on September 24, 2016 – Mr. Geoff Trivino appeared before the Board to request permission to have the 3<sup>rd</sup> annual Joseph Middlemiss Rock 'n' Roll Superhero 5K Road Race on September 24, 2016. Mr. Trivino discussed what the Foundation does and discussed the race route.

Motion made by Mrs. Dristiliaris to approve the Joseph Middlemiss Rock 'n' Roll Superhero 5K Road Race on September 24, 2016. Motion seconded by Mr. Forcier. Motion passed unanimously.

\* Victory Distributors, LLC d/b/a Hannaford Supermarket & Pharmacy, 301 Pleasant Street – Requesting New Officers/Directors on the All Alcohol Liquor License – The Board reviewed the documents requesting New Officers/Director on the All Alcohol Liquor License.

(Board of Selectmen Meeting Minutes of July 12, 2016)

Motion made by Mr. Forcier to approve the New Officer/Directors on the All Alcohol Liquor License for Victory Distributors, LLC d/b/a Hannaford Supermarket & Pharmacy. Motion seconded by Mrs. Dristiliaris. Motion passed unanimously.

\* Jay Donovan, NMCOG – Review and Vote on the Economic Development Plan - Mr. Jay Donovan from NMCOG appeared before the Board and discussed the Economic Development Plan which has been approved by the Economic Development Committee. Mr. Donovan asked that the Board adopt the Plan as a Town document and have it posted on the Town's website. Mr. Donovan stated that the list of Major Employer's would be added in at a later time as they are still doing research.

Mr. Forcier asked about the status of the economic brochure? Mrs. Hughes stated that she is waiting for a picture of the Town Manager to add into the brochure. Mrs. Hughes discussed the information in the economic development part of the Town's website.

Mr. Forcier asked if this Plan would be a revolving document? Mr. Donovan stated that it can be used in the Master Plan.

Mrs. Hughes reviewed the information in the Economic Development Plan with the Board.

Motion made by Mrs. Dristiliaris to Adopt the Dracut Economic Development Strategy Plan dated July 2016. Motion seconded by Mr. Archinski. Motion passed unanimously.

\* Veteran's Park Concession Stand Committee – Requesting Acceptance of Donations for the Veteran's Park Movie Night – Mrs. Hughes read the letter from the Veteran's Park Concession Stand Committee dated July 7, 2016 listing the donations for the Veteran's Park movie night totaling \$1,200.00.

Motion made by Mr. Forcier to accept the donations totaling \$1,200.00 for the Veteran's Park Movie Night. Motion seconded by Mrs. Dristiliaris. Motion passed 4 to 0. Mr. Archinski abstained from voting.

\* Conservation Commission – Requesting Acceptance of a Donation from Robin Ley for a Peer Review for 1905 Lakeview Avenue – Motion made by Mr. Forcier to accept the donation of \$300.00 from Robin Ley for a Peer Review for 1905 Lakeview Avenue. Motion seconded by Mrs. Dristiliaris. Motion passed unanimously.

\* Conservation Commission – Requesting Acceptance of a Donation from Jeffrey Wallens for a Peer Review for 154 Parker Road – Motion made by Mr. Forcier to accept the donation of \$825.00 from Jeffrey Wallens for a Peer Review for 154 Parker Road. Motion seconded by Mrs. Dristiliaris. Motion passed unanimously.

(Board of Selectmen Meeting Minutes of July 12, 2016)

\* Guy Gill – Requesting Reappointment as a Bonded Constable – Motion made by Mr. DiRocco to reappoint Mr. Guy Gill as a Bonded Constable. Under Discussion:

Mrs. Dristiliaris reviewed Mr. Gill's application and stated that the application requires signatures from Dracut residents and Mr. Gill's signatures are all from Andover.

The Board agreed to table the reappointment until the next meeting to review the application and speak to Mr. Gill.

OLD BUSINESS:

\* Mrs. Hughes stated that the several Committees are looking to fill vacancies and applications can be completed on the Town's website.

NEW BUSINESS:

\* Mrs. Hughes discussed the annual review of the Town Manager at the August 9, 2016 meeting.

SUB-COMMITTEE REPORTS:

\* Education Sub-Committee – Mr. Forcier stated that the Education Sub-Committee met last night and would be meeting again to create a mission statement which should be ready for the first meeting in September.

\* Discuss and Vote on Board of Selectmen By-Laws with Respect to Committee's – Sections 5.1.1, 5.1.2 and 5.1.3 – Mrs. Hughes discussed recently reviewing the Board's By-Law's regarding Committees with Attorney Hall. Attorney Hall discussed there being four kinds of Committees and Sub-Committees that the Board utilizes. Attorney Hall presented a "draft" revised By-Law for Section 5, Committee and Sub-Committee's, for the Board to review for the next meeting.

Mrs. Dristiliaris asked how the revised By-Law would be approved? Attorney Hall stated that the Board of Selectmen would approve the revision to their By-Law.

Motion made by Mr. Forcier to table this discussion until the next meeting. Motion seconded by Mrs. Dristiliaris. Motion passed unanimously.

APPROVAL OF MINUTES:

Motion made by Mr. Forcier to approve the Minutes of the May 10, 2016 Board of Selectmen's Meeting. Motion seconded by Mr. DiRocco. Motion passed unanimously.

(Board of Selectmen Meeting Minutes of July 12, 2016)

Motion made by Mr. DiRocco to approve the Minutes of the May 24, 2016 Board of Selectmen's Meeting. Motion seconded by Mr. Forcier. Motion passed unanimously.

Motion made by Mr. DiRocco to approve the Minutes of the June 14, 2016 Board of Selectmen's Meeting. Motion seconded by Mr. Archinski. Motion passed 4 to 0. Mr. Forcier abstained from voting.

Motion made by Mr. Forcier to approve the Minutes of the June 29, 2016 Board of Selectmen's Meeting. Motion seconded by Mr. DiRocco. Motion passed 4 to 0. Mr. Archinski abstained from voting.

ADJOURNMENT:

Motion made by Mr. DiRocco to adjourn the meeting. Motion seconded by Mr. Forcier. Motion passed unanimously.

The meeting adjourned at 8:00 p.m.

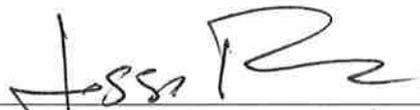
BOARD OF SELECTMEN

  
Alison Hughes, Chairman

  
Joseph DiRocco, Jr., Vice-Chairman

  
Tami M. Dristiliaris, Clerk

  
Tony Archinski

  
Jesse Forcier