

APPROVED ON 2/4/14

Board of Selectmen – Minutes of Meeting

BOARD OF SELECTMEN
MINUTES OF MEETING – JANUARY 21, 2014

Present: Gordon D. Bailey, Chairman, Patricia D. Carlino and David Consolati, Board of Selectmen, Robert Nason, Town Administrator.

The Chair, Gordon Bailey, opened the meeting at 7:00 PM.

1. **Approval of Minutes:** *The Board members voted unanimously to approve the Public Minutes of December 17, 2013, December 30, 2013, January 7, 2014 and January 14, 2014 and to approve the Executive Minutes of January 7, 2014.*
2. **Public Hearing:** Special Permit – Scarafoni Associates – Bob McIntosh, of Bradley Architects came before the Board to discuss Scarafoni Associates' request for a special permit for the construction of two, 2-story duplex dwellings. Each new duplex building will have a footprint of 1,672 square feet. The primary purpose of the application is to provide two dwelling units that comply fully with accessibility requirements as defined by 521 CMR (MA Architectural Access board). The units will be 2 bedroom units and will include large closets, full dining area, a large living room and kitchen with an enclosed utility/laundry room. The only site change will be 2 parking spaces and concrete walks.

Gordon Bailey asked Mr. McIntosh if he met with the Planning Board for a Site Plan Review for the Planning Board's recommendations to the Select Board. Mr. McIntosh stated they had not. Gordon stated that any use requiring a special permit needs a site plan review process. At this point we have not received any feedback from any other boards and we need to see a Site Plan Review. The Select Board, after a Site Plan Review, would have the same five findings; namely, a) compliance with all provisions and requirements and in harmony with its general intent and purpose, b) Is essential or desirable to the public convenience or welfare at the proposed location, c) Will not be detrimental to adjacent uses or to the established or future character of the neighborhood, d) Will not create undue traffic congestion or unduly impair pedestrian safety, and e) Will not overload any public water, drainage or sewer system or any other municipal facility to such an extent that the proposed use or any existing use in the immediate area or in any other area of the town will be unduly subjected to the hazards affecting public health, safety or general welfare.

The Board members voted unanimously, to continue the Special Permit Hearing until the February 18, 2014 meeting, pending review and recommendations from the Site Plan Review Process:

Upon a motion duly made, seconded and unanimously approved by roll call as follows:

AYES

NAYS

*Patricia Carlino
David Consolati
Gordon Bailey*

None

3. **General Business:** Alcoholic Beverages Control Commission (ABCC) – Population Estimates for Seasonal Licenses in 2014 - The Board members reviewed a memo from the ABCC asking them to complete and return the “Population Estimates for Seasonal Licenses in 2014” form to be used for the purpose of establishing a quota of seasonal package goods stores licensed under M.G.L. c 138 §15. *The Board members voted unanimously to sign and return the form to the ABCC to establish a quota for seasonal package goods stores.*

Toll Stop Application Announcement - Gordon Bailey read an announcement for the 2014 Toll Stop as follows: Applications for the 2014 Toll Stops are available in the Selectmen’s office. The applications must be filled out completely and received back to the Selectmen’s office in the month of February. At the first Selectmen Meeting of March, the drawing for the available dates will be held. Notification of your toll stop will be sent to those who were selected and those not selected this year will be notified that they are ensured of a date next year.

Gordon reminded everyone that the Memorial Day weekend slot is always reserved for the VFW.

One Day Beer & Wine License – *The Board members voted unanimously to grant a One Day Beer & Wine License to David Pullaro, d/b/a Fiddleheads Grille @ Greenock Country Club, for a funeral memorial gathering on Saturday, January 25, 2014 at Greenock County Club from 12:00 PM – 4:00 PM.*

Common Victualer’s License Application - *The Board members reviewed and voted unanimously to grant a Common Victualer’s License to David Pullaro and Cynthia Joyner, d/b/a Fiddleheads Grille at Greenock Country Club.*

4. **Pending Business:** a. Special Permit Hearing – Monday, February 10, 2014 at 6:15 PM – Lewis & Lisa McCulloch – 485 Laurel Street, for approval of a Special Permit under Section 199-6.1(a)(3)(c).

b. Leadership Study Focus Group Meetings These meetings are sponsored by the school committee regarding planning and options for the future.

- i) January 28 - Subject: Governance & Budget
3:00 PM – Lee Library
7:00 PM – LMHS Cafeteria
- ii) February 25th – Subject: Athletics & Extra Curricular Activities
7:00 PM – LMHS Cafeteria
- iii) March 25th – Subject: Academics
7:00 PM – LMHS Cafeteria

5. **Town Administrator:** a) Treasurer/Collector Office Consolidation – Mr. Nason came before the Board to discuss the reorganization of the Treasurer and Collector Office – Phase II. He stated that in November 2011, the Board members unanimously approved his October 28, 2011 plan to begin the consolidation of the offices of the Treasurer and Collector; and on January 1, 2012 we implemented the first phase of the plan when Assistant Collector Eleanor Baumann retired after more than 31 years of dedicated service to the Town of Lee. At that time we eliminated the Assistant Collector position, and redistributed that workload to various positions. In the absence of the Collector, the Treasurer was authorized to perform the duties of the Collector and most of the Assistant Collector's other essential functions were assigned to the newly created position of Treasurer/Collector Clerk. With the Select Board's approval we eliminated the position of Treasurer Clerk, appointed the incumbent, Karen Fink, to the Treasurer/Collector Clerk position, and increased her workweek from 18 to 40 hours.

Now after 36 years of dedicated service to the community, Collector Janice Smith has decided to retire effective March 15, 2014. Accordingly, subject to the Board member's approval, we plan to complete the office consolidation on March 16, 2014. Treasurer Donna Toomey has accepted promotion to the newly created position of Treasurer/Collector and Karen Fink has accepted promotion to the newly created position of Assistant Treasurer/Collector. Donna's workweek will increase from 35 to 37.5 hours, Karen's workweek will remain at 40 hours and the new Treasurer/Collector Clerk will work 32.5 hours for a total of 110 hours, the same amount of time currently allocated to the offices of Treasurer and Collector each week.

Mr. Nason stated that the DOR recommends this consolidation of these offices as well. Berkshire Eagle Reporter Dick Lindsay, asked what the advantages of this would be and Mr. Nason stated that it would be efficient. Ms. Carlino stated that it makes sense; both positions deal with finances which currently require two bank accounts, turnovers, etc. This combines that procedure into one step. Other towns are already doing this. Dick asked if we needed a Town Meeting to do this and Mr. Nason responded that the Town Administrator act allows this to be done without a Town Meeting. Dick wanted to know when this would take effect and Mr. Nason told him this would take place on March 16th. There was no objection to the continued consolidation of the Treasurer and Collector offices.

6. **Public Comments:** Bev Trombley came before the Board to discuss her concerns regarding the disappearance of an old menu display case from Joe's Diner. The display case, which was from a time when her family owned the diner many years ago, and the framed photographs have been on the wall at the diner for a number of years. When the new owners took over and were renovating, the menu display case had been placed in the breezeway of the diner and from there it went missing. She stated that she would like whoever took it to return it.

She also discussed the snow removal and her troubles getting in and out of her driveway after a storm. Gordon suggested her best recourse would be to call our Department of Public Works Superintendent, Chris Pompei, or stop by and talk to him about her concerns. She did state that she thought the town did a fine job with the snow removal and plowing overall.

7. **Next Regular Meeting:** The next regular meeting will be February 4, 2014 at 7:00 at 7:00 PM in the Courtroom.

8. **Motion to Adjourn:** *The Board members voted unanimously to adjourn the meeting at 7:40 PM.*

Respectfully submitted,



Cindy L. Belair, Selectmen's Secretary

Notice of Website Posting Sent to:

Board of Selectmen
Town Administrator
Town Clerk
Town Collector
Planning Board

Board of Assessors
Board of Health
Conservation Commission
Police Chief
Building Inspector

Dept. of Public Works
Town Treasurer
Town Reps. District Chairmen
Superintendent of Schools
Town Accountant