

Town of Dudley

Board of Selectmen
Highway Commissioners
Cemetery Commissioners

**February 11, 2019 @ 6:30pm
Dudley Municipal Complex
71 West Main Street, Dudley, MA
Veteran's Memorial Hall – Room 321A
Approved 2/25/19**

Some matters have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

1. Call to Order, Pledge of Allegiance

Steven Sullivan opened the meeting at 6:32pm. In attendance were Paul Joseph, Kerry Cyganiewicz and John Marsi. Also in attendance was Michelle Jervis, Administrative Secretary. Greg Balukonis, Town Administrator was absent.

2. Approval of Minutes:

John Marsi motioned to approve the minutes of January 28, 2019. Paul Joseph. Unanimous 4-0.

John Marsi motioned to approve but not release the Executive Session minutes of January 28, 2019. Paul Joseph seconded. Unanimous 4-0.

3. Appointments:

Agricultural Advisory Commission – Paul Joseph motioned to appoint all voting and non-voting members to the Agricultural Advisory Commission as submitted. John Marsi seconded. Unanimous 4-0.

Voting Members - Staggered terms:

Charles Chickering – Whip O Will Stables – Term to expire 6/30/2022
Krisanne Koebke – Walnut Lane Farm – Term to expire 6/30/2022
Debra Easterbrook – Easterbrook Farm – Term to expire 6/30/2021
Paul Wieloch – Dudley Conservation Land Trust – Term to expire 6/30/2021
Jennifer Galligan – Lilli Whites Farm – Term to expire 6/30/2020

Advisory Members- Non-Voting:

Victor Kallgren – Pleasant View Farm
Lynn Doherty – Angel Farms
Linda Lorkiewicz – Landowner/Resident
Martha Tierney – BonnieView (Hemp Expert Resource)

4. Public Comments/Citizens Comments – Informational:

5. Town Administrator's Report:

6. Around the Town – Focusing on Local Businesses:

7. Licenses/Permits:

- a. Wicked Motor Sports d/b/a Tristate Speedway – Amusement License for 2019 – **Paul Joseph motioned to approve the Amusement License for Wicked Motor Sports d/b/a Tristate Speedway, John Marsi seconded. Unanimous 4-0.**

8. Public Hearing - Community Development Block Grant – posted for 6:45pm.

The Public Hearing opened at 6:45pm. Andrew Loew, planner from Central Massachusetts Regional Planning Commission (CMRPC) came before the Board. He stated that the purpose of this Hearing is for public presentation and discussion on the FY2019 CDBG Grant application and for the Board of Selectmen to vote on its submission. This Grant is a federal program funded by the Dept. of Housing & Urban Development designed primarily to serve low to moderate populations and administered by the Mass. Department of Housing and Community Development. The town is limited to \$800,000 in FY 18, or a maximum of \$1.35 million over two (2) years and there are no matching funds needed. Mr. Loew stated that in the past Dudley was not in a good competitive position to apply but the program but rules have changed and Dudley now has a better possibility of being awarded this Grant. He has been working with community development group to put together two projects for this application, and infrastructure plan in the Jericho and Brandon Road area, and an ADA plan for town services and facilities. These projects would help the town to jumpstart design and construction of improvements funded by future grants of various types. Moving forward to future applications this grant program can also fund needs such as housing rehabilitation. Nicole Kucherov of 72 Flaxfield Rd. came before the Board. She explained her concerns about the walkability on the sidewalks, or lack thereof, on Mill Street heading down to Dippin' Donuts and that pushing a carriage is difficult and dangerous. On Village Street the sidewalk is quite old with sunken areas and large cracks filled in with dirt. No other abutters spoke at the Hearing. The Public Hearing closed at 7:17pm. After discussion, **Kerry Cyganiewicz motioned to support and approve the submission of an FY19 CDBG application including the activities as presented today (with allowance for minor budget or program adjustments), and to authorize the Chair and CFO to sign all documents required for the application. John Marsi seconded. Unanimous 4-0.**

9. Public Business:

- a. **SWCCC IMA Amendment** – Board members were asked to vote on an amendment to the South Worcester County Communications Center Contract regarding Section 6 – Fiscal Year and Annual Budget – Revise Payment of Assessments which the Board of Directors voted unanimously to support at their meeting on 1/10/19. After discussion **Paul Joseph motioned to approve the amendment to the IMA (Dudley-Webster Intermunicipal Agreement as presented. John Marsi seconded. Unanimous 4-0.**
- b. **Merit Increases for Non-Union Employees** – The Board was informed by a memo dated 1/29/19 by Greg Balukonis that Peter Fox, Chairman of the Personnel Board, Kerry Cyganiewicz, member of the Board of Selectmen and himself reviewed each employee and was considered in terms of a merit pay increase between 0% and 2% retroactive to January 1, 2019. New employees who worked only a partial year were not considered for a merit increase due to the fact the time to evaluate performance was over a shortened period. After discussion **Paul Joseph motioned to approve the recommendations on the memo dated 1/29/19 on the following merit raises: 2% - Margaret Bussiere, Patricia Buzanewski, Jennifer Cournoyer, Michelle Jervis, Jacqueline Phelps and Deborah Thibaudeau. 1.5% Hector Chapa, Lisa Lamarche, Lori Smith. 1% Pamela Young, Caryl Savard, Heather Roberts, Vincent Polletta, Tasha Mayen, Donald Johnson, Anne Ethier, Lena Costen and Lisa Berg. 0.5% - Dennis Tremblay and Gloria Harvey. John Marsi seconded. Unanimous 4-0.**

10. Board Member Comments:

Paul Joseph requested the Board of Selectmen agree on the process of a new Town Administrator with the following (a) inform the Personnel Board on how many finalists the Board would want to interview

(no more than five) and provide them with resumes in unranked, alphabetical order and; (b) if applicable, time should be allotted for department heads to meet with the finalists to ask questions and provide input to the candidate(s). Kerry Cyganiewicz left the meeting at 7:30pm.

11. **Student Representative:**

12. **Departmental Communication:**

13. **Adjournment:**

Paul Joseph motioned to adjourn at 7:40pm. John Marsi seconded. Unanimous 3-0.

Respectfully submitted,
Michelle Jervis, Administrative Secretary

Town of Dudley

Board of Selectmen
Highway Commissioners
Cemetery Commissioners

**February 11, 2019 @ 6:30pm
Dudley Municipal Complex
71 West Main Street, Dudley, MA
Veteran's Memorial Hall – Room 321A
Approved 2/25/19**

Some matters have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

1. Call to Order, Pledge of Allegiance

Steven Sullivan opened the meeting at 6:32pm. In attendance were Paul Joseph, Kerry Cyganiewicz and John Marsi. Also in attendance was Michelle Jervis, Administrative Secretary. Greg Balukonis, Town Administrator was absent.

2. Approval of Minutes:

John Marsi motioned to approve the minutes of January 28, 2019. Paul Joseph. Unanimous 4-0.

John Marsi motioned to approve but not release the Executive Session minutes of January 28, 2019. Paul Joseph seconded. Unanimous 4-0.

3. Appointments:

Agricultural Advisory Commission – Paul Joseph motioned to appoint all voting and non-voting members to the Agricultural Advisory Commission as submitted. John Marsi seconded. Unanimous 4-0.

Voting Members - Staggered terms:

Charles Chickering – Whip O Will Stables – Term to expire 6/30/2022
Krisanne Koebke – Walnut Lane Farm – Term to expire 6/30/2022
Debra Easterbrook – Easterbrook Farm – Term to expire 6/30/2021
Paul Wieloch – Dudley Conservation Land Trust – Term to expire 6/30/2021
Jennifer Galligan – Lilli Whites Farm – Term to expire 6/30/2020

Advisory Members- Non-Voting:

Victor Kallgren – Pleasant View Farm
Lynn Doherty – Angel Farms
Linda Lorkiewicz – Landowner/Resident
Martha Tierney – BonnieView (Hemp Expert Resource)

4. Public Comments/Citizens Comments – Informational:

5. Town Administrator's Report:

6. Around the Town – Focusing on Local Businesses:

7. Licenses/Permits:

- a. Wicked Motor Sports d/b/a Tristate Speedway – Amusement License for 2019 – **Paul Joseph motioned to approve the Amusement License for Wicked Motor Sports d/b/a Tristate Speedway, John Marsi seconded. Unanimous 4-0.**

8. Public Hearing - Community Development Block Grant – posted for 6:45pm.

The Public Hearing opened at 6:45pm. Andrew Loew, planner from Central Massachusetts Regional Planning Commission (CMRPC) came before the Board. He stated that the purpose of this Hearing is for public presentation and discussion on the FY2019 CDBG Grant application and for the Board of Selectmen to vote on its submission. This Grant is a federal program funded by the Dept. of Housing & Urban Development designed primarily to serve low to moderate populations and administered by the Mass. Department of Housing and Community Development. The town is limited to \$800,000 in FY 18, or a maximum of \$1.35 million over two (2) years and there are no matching funds needed. Mr. Loew stated that in the past Dudley was not in a good competitive position to apply but the program but rules have changed and Dudley now has a better possibility of being awarded this Grant. He has been working with community development group to put together two projects for this application, and infrastructure plan in the Jericho and Brandon Road area, and an ADA plan for town services and facilities. These projects would help the town to jumpstart design and construction of improvements funded by future grants of various types. Moving forward to future applications this grant program can also fund needs such as housing rehabilitation. Nicole Kucherov of 72 Flaxfield Rd. came before the Board. She explained her concerns about the walkability on the sidewalks, or lack thereof, on Mill Street heading down to Dippin' Donuts and that pushing a carriage is difficult and dangerous. On Village Street the sidewalk is quite old with sunken areas and large cracks filled in with dirt. No other abutters spoke at the Hearing. The Public Hearing closed at 7:17pm. After discussion, **Kerry Cyganiewicz motioned to support and approve the submission of an FY19 CDBG application including the activities as presented today (with allowance for minor budget or program adjustments), and to authorize the Chair and CFO to sign all documents required for the application. John Marsi seconded. Unanimous 4-0.**

9. Public Business:

- a. **SWCCC IMA Amendment** – Board members were asked to vote on an amendment to the South Worcester County Communications Center Contract regarding Section 6 – Fiscal Year and Annual Budget – Revise Payment of Assessments which the Board of Directors voted unanimously to support at their meeting on 1/10/19. After discussion **Paul Joseph motioned to approve the amendment to the IMA (Dudley-Webster Intermunicipal Agreement as presented. John Marsi seconded. Unanimous 4-0.**
- b. **Merit Increases for Non-Union Employees** – The Board was informed by a memo dated 1/29/19 by Greg Balukonis that Peter Fox, Chairman of the Personnel Board, Kerry Cyganiewicz, member of the Board of Selectmen and himself reviewed each employee and was considered in terms of a merit pay increase between 0% and 2% retroactive to January 1, 2019. New employees who worked only a partial year were not considered for a merit increase due to the fact the time to evaluate performance was over a shortened period. After discussion **Paul Joseph motioned to approve the recommendations on the memo dated 1/29/19 on the following merit raises: 2% - Margaret Bussiere, Patricia Buzanewski, Jennifer Cournoyer, Michelle Jervis, Jacqueline Phelps and Deborah Thibaudeau. 1.5% Hector Chapa, Lisa Lamarche, Lori Smith. 1% Pamela Young, Caryl Savard, Heather Roberts, Vincent Polletta, Tasha Mayen, Donald Johnson, Anne Ethier, Lena Costen and Lisa Berg. 0.5% - Dennis Tremblay and Gloria Harvey. John Marsi seconded. Unanimous 4-0.**

10. Board Member Comments:

Paul Joseph requested the Board of Selectmen agree on the process of a new Town Administrator with the following (a) inform the Personnel Board on how many finalists the Board would want to interview

(no more than five) and provide them with resumes in unranked, alphabetical order and; (b) if applicable, time should be allotted for department heads to meet with the finalists to ask questions and provide input to the candidate(s). Kerry Cyganiewicz left the meeting at 7:30pm.

11. **Student Representative:**

12. **Departmental Communication:**

13. **Adjournment:**

Paul Joseph motioned to adjourn at 7:40pm. John Marsi seconded. Unanimous 3-0.

Respectfully submitted,
Michelle Jervis, Administrative Secretary