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 called the meeting to order at 6:35pm. In attendance were John Marsi, Paul Joseph, Kerry Cyganiewicz and Jason Johnson. Also in attendance was Jonathan Ruda, Town Administrator and Michelle Jervis, Administrative Secretary.

2. Acceptance of Minutes:

   John Marsi motioned to approve the minutes of July 1, 2019. Kerry Cyganiewicz seconded. Unanimous 5-0.

   Paul Joseph motioned to approve but not release the executive session minutes of July 1, 2019. John Marsi seconded. Unanimous 5-0.

3. Appointments:

4. Resignations:

5. Public Comments/Citizens Comments:

6. Town Administrator’s Report:

   Mr. Ruda stated that he would like to get permission from the Board to send a letter to Ameresco, Inc., the company that proposed a solar array on the site of the former landfill in 2017. This letter would ask to reaffirm their commitment to proceed with the project. All agreed.

   Mr. Ruda wanted all members to be aware of the memo he forwarded last week to all non-contracted, hourly employees that specifies that absolute requirement for all payroll submitted to be signed and authorized by the appropriate appointing authority. Any department who will have an issue getting their chairman to sign off on their payroll must have a vote of their Board to allow him to sign. He feels this is an absolute requirement and includes those employees that work for multiple departments. Paul Joseph stated that no current employee be adversely impacted by working for more than one department with the implementation of this policy.

   Mr. Ruda informed members that Jay Myer, the attorney representing Waveseer, the company that would like to put marijuana growing facility in town. After discussion with him Waveseer will be available to do another presentation at our August 12, 2019 meeting. We have a better frame of reference going forward and we understand what it entails.
Mr. Ruda publicly thanked George Patrinos, Acting Superintendent of the Water/Sewer Department for allowing him to become involved in their pursuit of water and sewer infrastructure improvements into the near future. He recently met with Tighe & Bond, their engineers that have completed an engineering study that will make Dudley eligible to apply to the State Revolving Fund for funding. Mr. Patrinos came before the Board stated that he will keep the Board undated on the projects. His department is still looking for a third water source. This water source needs up to 14 acres of land for a pumping station. Mr. Joseph reiterated the need to extend infrastructure through West Dudley; to run water up West Main Street, through Quinebaug, CT and up Route 131, hooking into Southbridge sewer system. To do this we must have a third water source in West Dudley. Finally, Mr. Patrinos addressed a complaint regarding chlorine in the water. He stated that the DEP mandates the chlorine levels and the water department has no say on the amounts determined by DEP. All thanked him for the information. Finally, Mr. Ruda stated that the Capital Improvement Planning Grant that was approved by the State last year has been resurrected. He will be meeting with the company providing the service tomorrow along with the Town Treasurer and Town Accountant.

7. Licenses/Permits:

8. Public Hearings:

Transfer of Off Premise §15 Package Store – All Alcohol Liquor License – Request to transfer an All Alcohol Liquor License from Flynn’s Wine and Spirits to Angel Wine and Spirits located at 81 Schofield Ave., Dudley, MA - Manager Jiule Lin. The Public Hearing opened at 7:03pm. Frank Niro, attorney for the applicants, along with Jiule Lin and Jinguang Wang, came before the Board. Mr. Niro stated that Mr. Wang, who will be purchasing the property and business, was a package store owner in another state and has experience in the operation. Mr. Lin, who will be the manager, was a bartender in a restaurant in Connecticut. Mr. Wang, who has moved from Baltimore, MD and will be living upstairs at 81 Schofield Ave, stated he is looking forward to living in Dudley, away from the busy city and enjoying the quiet Dudley has to offer. The Public Hearing closed at 7:13pm. John Marsi motioned to approve the transfer of an All Alcohol Liquor License, §15 Package Store to Angel Share Wine and Spirits located at 81 Schofield Ave., Dudley, MA. Jason Johnson seconded. Unanimous 5-0.

9. Old Business:

a. Town Administrator Performance Evaluation – tabled from 6/17/19 and 7/1/19 – Stage “A” Revisions – Performance Evaluation – All discussed that a deadline for submission of quantified and measurable goals and objectives should be ready for our next meeting, July 29, 2019.

10. New Business:


b. Small Necessities Leave Policy – This policy was provided to the Board since we needed to further define small necessities leave for non-contracted, hourly employees. Paul Joseph motioned to adopt the Small Necessities Leave Policy dated July 15, 2019. Kerry Cyganiewicz seconded. Unanimous 5-0.

c. Vacation Time Carry Over Policy – Mr. Ruda stated that the Employee Handbook stated that under no circumstances vacation time be carried over to the next fiscal year but prior Town Administrators have given their authority for employees to carry over their time. This policy is only for hourly, non-contracted employees. Discussion about the wording in the second paragraph took place and members decided to table for next meeting.
d. Non-FMLA Family Leave Policy – Mr. Ruda stated that we have a very non-descript policy and this policy sets parameters when it comes to taking time off to take care of a parent, grandparent, a grandchild, a sister or brother living in the same household, or a child under legal guardianship of the employee. This policy would be rarely used but needs to be approved. After discussion Paul Joseph motioned to approve the policy but amend Section 1 by striking the word “if” and replace it with the word “when” and amending Section 2 to state “When possible, the employee shall” and strike the “The employee shall”. Kerry Cyganiewicz seconded. Unanimous 5-0. Paul Joseph motioned to adopt the Non-FMLA Family Leave Policy dated July 15, 2019. Kerry Cyganiewicz seconded. Unanimous 5-0.

e. Designate one (1) Board Member to sign invoices/warrants – Paul Joseph motioned to appoint the Chairman, Steven Sullivan to sign the invoices/warrants with the Alternate member, John Marsi. John Marsi seconded. Unanimous 5-0.

11. Board Member Comments:

12. Departmental Communication:

13. Adjournment:

Paul Joseph motioned to adjourn at 7:55pm. Kerry Cyganiewicz seconded. Unanimous 5-0.

Respectfully submitted

Michelle Jervis
Administrative Secretary