

**The following Meeting was video and audio recorded for Airing on Channel 9**

**BOARD OF SELECTMEN**

**Regular Meeting**

Wednesday, June 28, 2023 6:00 p.m.

**Hybrid Meeting**

**Old Town Hall, 1111 Somerset Avenue, Dighton, MA**

**And via Zoom**

The meeting called to order by Chairman Caron at 6:02 p.m. He stated that the meeting was being recorded, he gave Zoom login information and instructions for providing public input

**Present:** Chairman Caron, Selectman Hull, Selectman Mello, Sirena Amaral-Town Accountant and Town Administrator Michael Mullen.

**Also Present:** Jeffrey Carvalho-Dighton Planning Board and Trails Committee – 2124 Tommy’s Way, David Phillips and Leslie Phillips-1261 Main Street

**Roll Call:**

Chairman Caron, present

Selectman Hull, present.

Selectman Mello, present.

**Pledge of Allegiance**

The pledge of allegiance was recited.

**Joint Meeting with the Finance Committee for the purpose of organizing the Finance Committee**

**Finance Committee present:** Peter Roache, William Pruitt, William Mello, Andrew Horton, Doug White and Ronald McKay.

**Present via Zoom:** Susan Lorenz

**Roll Call:**

Peter Roach, present.

William Pruitt, present.

William Mello, present.

Andrew Horton, present.

Doug White, present.

Ronald McKay, present.

Sue Lorenz, present via Zoom.

**RECEIVED**

**Town Clerk-Dighton, MA**

**AUG 14 2023**

**Time: 12:21 PM**

**By: SC**

Andrew Horton motioned, William Mello seconded and it was **VOTED** to appoint Peter Roache as Chairman of the Finance Committee.

**Roll Call vote:**

Peter Roache, aye.

William Pruitt, aye.  
William Mello, aye.  
Andrew Horton, aye.  
Doug White, aye.  
Ronald McKay, aye.

There was discussion of the duties of the Clerk.

Andrew Horton motioned, Doug White seconded and it was **VOTED** to appoint Andrew Horton as the Clerk of the Finance Committee.

**Roll Call vote:**

Peter Roache, aye.  
William Pruitt, aye.  
William Mello, aye.  
Andrew Horton, aye.  
Doug White, aye.  
Ronald McKay, aye.

**Reserve Fund Transfer Request for Medicare Costs**

Peter Roache said the money would be moving from the Reserve Fund to Medicare.

Sue Lorenz asked why the balance in the Medicare account was negative. Paul Reynolds said the account was overspent.

There was discussion about budgets and personnel expenses.

Susan Lorenz motioned, Peter Roache seconded and it was **VOTED** to transfer from the Reserve Fund \$4,050.69 to be transferred to the Medicare Contributions account as proposed in the request for transfer.

**Roll Call vote:**

Peter Roache, aye.  
William Pruitt, aye.  
William Mello, aye.  
Andrew Horton, aye.  
Doug White, aye.  
Ronald McKay, aye.

Sue Lorenz motioned, Peter Roache seconded and it was **VOTED** to adjourn the Finance Committee Meeting at 6:30 p.m.

**Roll Call vote:**

Peter Roache, aye.  
William Pruitt, aye.

William Mello, aye.  
Andrew Horton, aye.  
Doug White, aye.  
Ronald McKay, aye.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to adjourn the Board of Selectmen's portion of the joint meeting at 6:30 p.m. with a five minute recess.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Board of Selectmen's Regular Meeting**

The meeting was called back to order from recess by Chairman Caron at 6:35 p.m.

Chairman Caron gave login information for Zoom participants.

**Appointment of Board of Selectmen Liaison to the Conservation Commission**

Selectman Hull requested that the Board of Selectmen first vote to create the position.

Selectman Mello motioned, Chairman Caron stepped down to second and it was **VOTED** to create the position of Board of Selectman liaison to the Conservation Commission.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, abstained.  
Selectman Mello, aye.

Selectman Mello motioned, Chairman Caron stepped down to second and it was **VOTED** to appoint Selectman Hull as the Board of Selectmen liaison to the Conservation Commission.

**Roll Call Vote:**

Chairman Caron, aye.  
Selectman Mello, aye  
Selectman Hull, abstained.

**Appointment of Paul Reynolds as Voting member of the Conservation Commission**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to appoint Paul Reynolds as a voting member of the Conservation Commission.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Appointment of David Phillips as Conservation Commission Representative**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to appoint Dave Phillips as Conservation Commission Representative to the Stormwater Committee.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Request to Appoint Zachary Caron to the Historical Commission**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to appoint Zachary Caron as a member of the Historical Commission.

**Roll Call Vote:**

Selectman Hull, aye.  
Selectman Mello, aye.  
Chairman recused himself from the vote due to the fact that Zachary Caron is his son.

**Patricia Gailes-Historical Commission Update**

Ms. Gailes updated the board on the community-wide property survey that has been completed.

Mrs. Gailes also reported that the Historical Commission turned 50 this year. She said the Historical Commission was started as the Heritage Committee and in the 1970's Dighton voted to create the Historical Commission with the original members. Mrs. Gailes said the Historical Commission would like to commemorate the anniversary by creating a time capsule. She said this has been under discussion and the location of the time capsule needed to be determined. Mrs. Gailes said the commission discussed placement in the vault or possibly at the Library at Smith Memorial Hall. She asked for input from the Board of Selectmen.

Mrs. Gailes reported to the board that the Helen Laine map recently accepted by the Board of Selectmen has now been framed. She said it was beautiful and ready to be displayed.

Chairman Caron said he was aware of this presentation and has asked the board for input.

Selectman Hull said he thought the basement of the new library could not be used to store the time capsule due to accessibility issues.

Mrs. Gailes suggested the Carnegie building as well.

Selectman Hull asked if the Historical Society would be amenable to placing it on their grounds.

Chairman Caron asked about contents. Ms. Gailes said memorabilia from town events, masks, cell phones, restaurant menus, newspapers, grocery flyers, school graduation agendas, etc.

A location for the Helen Laine map was discussed.

**Ko Ishikura President & CEO of Green International Associates**

Town Administrator Mullen said that Green International has been working with the town to provide peer review for the Planning board and has also been involved in the Complete Streets program.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** that public input be allowed at the end of the presentation.

**Roll Call Vote:**

Chairman Caron, aye

Selectman Hull, aye.

Selectman Mello, aye.

Mr. Ishikura gave a brief overview of his business and the services that they perform. He stated that the goal was to provide a streamlined peer review process townwide.

Chairman Caron asked about length of the agreement. Town Administrator Mullen said because we are trying to create a different model, it should be a one-year agreement with two one-year options to renew.

**Jeffrey Carvalho – Chairman of Planning Board**

Mr. Carvalho said he had nothing but good things to say about Green International. He said all of their responses were timely.

Conservation Agent Lisa Caledonia said peer review was discussed at the last PACT meeting. She mentioned that Marti Nover had been our wetlands consultant for 17 years. Ms. Caledonia said she would like to continue to use Marti Nover for the wetlands impact portion of the work.

Mr. Ishikura said he thought it was possible that they could work together.

Conservation Commission Chairman James Digits asked if it would be up to Conservation Commission to suggest to Green International who we would use. Planning Board Chairman Jeffrey Carvalho said you can make recommendations, but it would be up to the company to make their own business decisions.

Mr. Mullen said Marti Nover would be a subcontractor of Green and based on the conversation, Ms. Nova would also be amenable to working with Green International.

Nancy Goulart, Chairman Stormwater Committee said we have only had one peer review done, and Green International was recommended by the Planning Board. She said her concern was that the town did not reach out to other engineering services that have provided services to the town, sometimes at no cost.

Mrs. Goulart said she was present at the last site visit and a report had already been prepared by Green International before the site visit. She felt that the peer review report did not match the opinion of the town and she found this embarrassing. Mrs. Goulart said if you are considering doing this tonight, one year with options for renewal was the best option.

Ko Ishikura said this was their first interaction, and there was some miscommunication as to what was expected. He said the misunderstanding was that the proponent would provide the solution, this is not in the best interest of the town and the solution should come from the town engineer.

Selectman Hull was concerned that none of the board members were involved in the creation of the contract included in the packet and thought that the board should hear presentations from other interested parties with regard to peer review services and concerns from the departments that will be dealing with them.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to table the proposal this evening.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye

Selectman Hull was also concerned that this was being rushed. He said he was not prepared to vote on this.

Mr. Mullen said we are proposing this to get feedback. He said there was nothing to negotiate here because the costs are determined on a case-by-case basis. Mr. Mullen said we are only proposing a way to streamline the process. Mr. Mullen said he reached out to every board member. He said we like to have this type of feedback, and it is important to get direction from the board.

Chairman Caron said the one-year agreement made a lot of sense.

Selectman Hull would like to sit down with the Conservation Commission and discuss how it would work. He said he also would like to hear from Weston and Sampson and BETA to see if they would like to participate.

Mr. Mullen said relationships are extremely valuable. Nothing is interfering with BETA and he said we are currently working on several projects with them. Mr. Mullen said we try to spread the wealth on projects that fit the expertise. He said one of the major questions, is whether we want to coordinate the peer engineering aspect.

Mr. Mullen wanted to see if there was support for this and gain feedback.

Selectman Mello said she would like to see feedback from the boards with regard to all of the firms presented to the board because they have the best knowledge.

**Town Administrators Report**

Mr. Mullen said the bids were out for on-call contracts for trade firms for Plumbing, Electrical and HVAC work and we expect to have results in a few weeks.

Mr. Mullen said in terms of on-call Architectural Services, that will be put out in the next week to advance the Library Project.

Mr. Mullen also reported that the Cleaning Services Contract would go out to bid before the end of year.

Mr. Mullen reported that there was a meeting this week to advance the Railing Systems for the Town Hall Ramp and next month he expected to issue a bid request.

Mr. Mullen said regarding the Fire Station Building Committee Feasibility Study, he expected a bid request to be issued next month.

Chairman Caron asked about the railing system and stairway. Mr. Mullen said we are in the process of obtaining drawings for the railing system.

Chairman Caron thought that the Fire Station Building Committee would present numbers for review. Mr. Mullen said yes.

#### **DLS Municipal Management Fellow – Summer 2023**

Mr. Mullen reported that during the months of July and August, the town would benefit from a state internship in the accounting office, with the goal of beginning some financial forecasting. He said this would also help to create some financial policies as well. He said we hope to have something to present to the Board of Selectmen by the end of the summer.

#### **Selectmen's Reports**

##### **Fire station Building Committee**

Chairman Caron said Chris Maguy and Paul Reynolds were appointed to the Committee and the committee reviewed the feasibility study request for proposal. He said they still a vacancy and it would be discussed at next meeting.

##### **DDIC**

Selectman Hull reported that the Dighton Development and Industrial Commission had a resignation which will be voted on this evening. He said it was an original member of the committee.

Selectman Hull said they have a recommendation for Laura Smith, who owns Lane Farms, as a member of the DDIC. He said they also talked about the idea of restructuring the Open Space Committee and about reaching out to several different boards to see if they wanted to designate members.

##### **D-R School Committee**

Selectman Hull reported that Dr. Jacqueline Ashe was appointed he new principal of D-R high School and "Portrait of a Student" – developing communication, self and social awareness was also discussed.

##### **Dighton Water District**

Selectman Hull reported that the election for a new Water Commissioner would be held on August 14th from noon to 7:00 p.m. to fill vacant position. He said the deadline for submission of interest would be July 10, 2023 at 3:00 p.m.

##### **Bristol county Commissioners and Advisory commission**

Selectman Hull reported that the Budget for FY23 was approved.

##### **Vacation Carryovers**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to approve the vacation carryovers with the amendment of 70 hours for the ACO.

##### **Roll Call Vote:**

Chairman Caron, aye

Selectman Hull, aye.

Selectman Mello, aye.

**Board of Selectmen Appointments**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to table the appointment of William Frennette until the Conservation Commission has the ability to make a recommendation.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to approve the Board of Selectmen appointments as presented.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Job Description – ADA Coordinator**

Mr. Mullen said the ADA Coordinator would be paid a rate of \$25.00/hour on a per diem basis. He said we are proposing that the ADA Coordinator would work at \$25.00/hour up to the budgeted amount.

There was discussion of grants, who approves the application for grants and administrative costs in general.

Mr. Mullen also suggested a scenario where, if the ADA Coordinator was involved in writing a grant, it was possible he could be paid through administrative costs approved within the grant as well.

ADA Coordinator Jonathan Gale, elaborated on the administrative costs and how they would apply to him in writing grants. He also thought this description would determine what the needs are for an ADA Coordinator and if this amount would be enough.

There was discussion of grant writing and administrative costs.

Selectman Mello said she was looking at this as an ADA Coordinator. She said she did not want us to be grant happy because there is a dollar amount attached to it.

Mr. Mullen said we have to be strategic and make sure that the grant helps us reach a capital need. He said we do not have the ability to apply for all.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to approve the ADA Coordinator Job Description as presented this evening.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to approve Warrant #51A-23 in the amount of \$132,394.43 and Warrant #51B-23 in the amount of \$94,143.00, both dated June 22, 2023.



**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to approve Warrant #52A-23 in the amount of \$133,804.48 and Warrant #52B-23 in the amount of \$85,272.53, both dated June 29, 2023.

**Acknowledgements**

None.

**Correspondence**

**Patricia Barlow-Resignation from the Dighton Development and Industrial Commission**

The letter of resignation from Patricia Barlow was read by Chairman Caron.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to accept the resignation of Patricia Barlow from the Dighton Development and Industrial Commission.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Resignation of William Fontaine as tenant member of the Dighton Housing Authority**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to accept the resignation of William Fontaine as the tenant member of the Dighton Housing Authority.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Appointment of Jennifer Do-Texeira as a Tobacco Enforcement Agent for the Board of Health**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to appoint Jennifer Do-Texeira, as a Tobacco Enforcement Agent for the Board of Health.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Resignation Letter from the Assistant Town Accountant**

The resignation letter was read by Town Administrator Mullen.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to accept the resignation of Assistant Town Accountant Lisa Dagesse.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to post the position for the Assistant Town Accountant for a two-week period and submit the applications to Board of Selectmen's Administrative Assistant Leeanne Kerwin.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Resignation of Town Clerk**

The letter of resignation was read by Selectman Hull.

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to accept Mr. Pacheco's resignation with sincere thanks and appreciation.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Minutes**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to approve the Board of Selectmen's regular meeting minutes of June 14, 2023.

**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye.

**Public Input**

Nancy Goulart, 631 Gray Terrace, wanted to announce that the Pan Mass Challenge would be coming through town again this year. She also gave some information regarding the Finance Committee meeting about the need for money and procedures not being followed. She said earned benefits have to be paid and could not be obtained in advance of Fall Town meeting, having not known of the retirement.

Mrs. Goulart also requested that something be done to the threshold of the front door at Old Town Hall because it blends in with the wood which may be a tripping hazard.

**Adjournment**

Selectman Hull motioned, Selectman Mello seconded and it was **VOTED** to adjourn at 9:06 p.m.

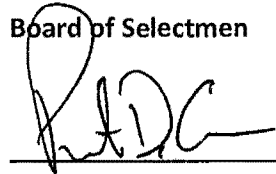
**Roll Call Vote:**

Chairman Caron, aye  
Selectman Hull, aye.  
Selectman Mello, aye

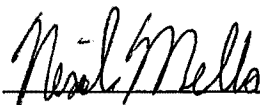
Respectfully Submitted,

**Karin L. Brady**  
Executive Assistant

**Board of Selectmen**



Peter Caron, Chairman



Nicole Mello, Clerk



Leonard Hull, Member

**Documents Reviewed:**

Letter from Dighton Conservation Commission Requesting Appointments  
Letter of Resignation from Jim Digits from the Conservation Commission Representative to the CPC  
Letter from Historical Commission Requesting the Appointment of Zachary Caron  
Email from Michael Mullen Regarding Green International  
Master Agreement, Information and References from Green International to Provide Miscellaneous Engineering Services to town of Dighton  
Council on Aging Flyer for "Aging and Memory Loss" Presentation  
Mass Cultural Council and the Dighton Public Library Flyer from "Kock on Wood" Performance  
Ongoing and Upcoming Planned Procurement Opportunities July and August 2023  
Letter from DLS Regarding Local Finance Commonwealth Fellowship Program  
Selectmen's List of Annual Appointments 2023  
ADA Coordinator Job Description  
Letter from Board of Health Requesting the Appointment of Jennifer Do-Teixeira as Tobacco Enforcement Agent  
Town Clerk Resignation Letter  
Board of Selectmen's Regular Meeting Minutes of June 14, 2023