

**Board of Selectmen
Open Meeting of July 12, 2023
Seekonk Town Hall, 100 Peck Street
BOS Meeting Room**

Members Present: Justin Sullivan, Pam Pozzi, Chris Zorra, Michelle A. Hines, Michael P. Healy
Town Administrator: Shawn E. Cadime
Assistant Town Administrator/HR Director: Carol-Ann Days

Chair Healy opened the meeting at 6:00 p.m.

Board and Committee Openings

M. Hines read the Board and Committee vacancies into the record.

Chair Healy asked to take item F. out of order. There were no objections.

F. Recognition of the Seekonk High School Baseball MIAA Division 4 State Champions

M. Hines presented a proclamation to the Seekonk High School Baseball Team.

Community Speaks – No one was present to speak.

A. Swearing in ceremony and formal badge pinning for Firefighter Andrew Jacobs

Chief Lowery stated Andrew Jacobs graduated the Massachusetts Fire Academy on June 16, 2023.

Firefighter Andrew Jacobs was sworn in by the Town Clerk, Florice Craig.

B. Consider the Conditional Offer of Employment for Kaela McKearney for the position of Part-Time Kennel Worker

Animal Control Office, Andrea Russo, interviewed Kaela on June 28, 2023 with Assistant ACO, Jessica Blake, and the Town Administrator. Kaela has experience in caring for animals, customer service, and general office procedures.

Mr. Cadime said his recommendation was as stated by the Animal Control Officer.

M. Hines made a motion to appoint Kaela McKearney to the position of Part-Time Kennel Worker subject to and conditioned upon successful passage, as determined by the Town Administrator of an employment verification check, physical examination, completion of the rabies vaccination series, and CORI check; it was seconded by J. Sullivan, and unanimously approved.

Vote: 5-0 all in favor

C. Accept the resignation of William Kirchmann from the position of Recycling Coordinator

J. Sullivan made a motion to accept the resignation of William Kirchmann from the position of Recycling Coordinator; it was seconded by M. Hines, and unanimously approved.

Vote: 5-0 all in favor

D. Consider reappointing Carol Bragg to the Historical Commission for a three-year term

J. Sullivan made a motion to reappoint Carol Bragg to the Historical Commission; it was seconded by M. Hines, and unanimously approved.

Vote: 5-0 all in favor

E. Consider appointing Mary Tavares to the Board of Registrars

Mr. Cadime made the recommendation to appoint Mary Tavares to the Board of Registrars for a three-year term.

J. Sullivan made a motion to appoint Mary Tavares to the Board of Registrars; it was seconded by M. Hines, and unanimously approved.

Vote: 5-0 all in favor

G. Recognition of Keith Rondeau for 21 years of service on the Zoning Board of Appeals

M. Hines read a proclamation for Keith Rondeau.

H. Recognition of Frank Oliver for 17 years of service on the Board of Registrars

M. Hines read a proclamation for Frank Oliver.

I. Consider accepting a donation of safety netting for the Cole Street Soccer Fields

President of the Soccer Committee, Justin Sullivan, summarized the need for the netting at the soccer fields. DPW will install the netting. If any additional supplies/equipment are needed, the league will purchase it. They anticipate the project being completed by September.

P. Pozzi asked for clarification on the placement of the nets and asked if they would interfere with field maintenance. She also asked if the netting would sustain high school or adult players, as well as other sports.

J. Sullivan said the nets would not interfere with field maintenance since the netting is removable. The netting should not be damaged by other leagues, such as frisbee and will sustain 60 mph winds. Other

teams such as lacrosse do not play on the soccer fields; however, they are considering adding the same netting to their fields.

P. Pozzi asked if the Board approves the donation, does it become property of the Town.

J. Sullivan said it would become Town property but it is in the interest of Seekonk Youth Soccer to replace the nets.

P. Pozzi asked if the league had funds to purchase the netting now.

J. Sullivan said the league does have the funds to purchase it now.

C. Zorra asked if there will be points of entry.

J. Sullivan answered yes.

M. Hines made a motion to accept the donation of safety netting for the Cole Street Soccer Fields; it was seconded by C. Zorra, and it was voted: 4 in favor/1 abstention (J. Sullivan)

J. Consider accepting the donation of a \$1,500 gift card from Ocean State Job Lot for the Seekonk Animal Shelter

M. Hines made a motion to accept the donation of \$1,500 gift card from Ocean State Job Lot for the Animal Shelter; it was seconded by J. Sullivan, and unanimously approved.

Vote: 5-0 all in favor

K. Fourth Quarter Budget Update

Town Administrator, Shawn Cadime, provided the Fourth Quarter Budget update. In summary, the FY23 budget closed without any major issues and significant turn backs. Salaries and Expenditures close \$2.6M below budget. Forecast and revenues close roughly \$1M ahead of budget projections. Year-end (requested) transfers to be completed by the required July 15, 2022 deadline.

- Assessor's office: Preliminary bills (real estate and personal property taxes) were mailed
- Treasurer's office: Bond Rating AA+
Bond Anticipation Notes (BANs):
 - South End Fire Station - \$425,000
 - DPW Project - \$750,000General Obligation Bond:
 - Senior Center Phase II - \$1,360,000
 - High School Turf Project - \$2,470,000
- FY23 Revenue Summary: real estate-slightly below target; personal property-above target; motor vehicle excise-above target; meals tax-above target; hotel tax-above target.
- Budget vs. Actual Expenditures

P. Pozzi asked the reason for difference in salaries. She also asked if any of the money that was not spent was due to something not getting done.

S. Cadime said it was due to open positions and turnover. For some positions, such as police and fire, the process takes longer to hire someone, therefore, the line item is used at 80-90% opposed to 100%. As far as the expenditure line item, the main savings was in health coverage since it came in lower than expected. They were hoping to get more stormwater testing done but some money will be carried over.

J. Sullivan asked Mr. Cadime if he looked ahead to FY25 and if hotel and meals tax could be budgeted higher.

S. Cadime said typically they forecast three-years to anticipate on how they will move forward. Some adjustments will be made but they will remain conservative since they are seeing a downturn in the economy due to inflation.

P. Pozzi asked where the surplus money goes.

S. Cadime said it will be considered turn backs, a balance sheet will be done of all the accounts, grants, etc. and is presented to the Department of Revenue. They review it, and if there are no deficits, it will go into free cash. In October/November, certified free cash will go into stabilization accounts.

L. Consider the Fiscal Year 2023 Year-End transfers

Director of Finance, Jennifer Argo summarized the year-end transfers.

Town Clerk: payroll
Town Meeting: due to special town meeting for the library
Fire: unexpected repairs on 2 of the engines
DPW: snow and ice
Engineering: surveying expense for he proposed DPW building
Board of Health: payroll
FY23 increased insurance for cyber, umbrella, and medical claims.
DEP/EAP mandated stormwater testing

M. Hines made a motion to approve the FY23 year-end transfers; it was seconded by J. Sullivan, and it was unanimously approved.

Vote: 5-0 all in favor

M. Consider accepting the open session meeting minutes of June 7, 2023

M. Hines made a motion to approve the open session meeting minutes of June 7, 2023; it was seconded by J. Sullivan, and it was unanimously approved.

Vote: 5-0 all in favor

COMMUNITY SPEAKS: No one was present to speak

OTHER BUSINESS: Discuss other topics not reasonably anticipated by the Chairman 48 hours before the meeting.

Mr. Cadime said they received a letter of resignation from Firefighter Michael Gilligan.

M. Hines made a motion to accept the letter of resignation; it was seconded by J. Sullivan, and it was unanimously approved.

Vote: 5-0 all in favor

TOWN ADMINISTRATOR'S REPORT

- A. South End Fire Station Building Committee – The site plan meeting was held yesterday by the Planning Board. The site plan was approved.
- B. Department of Public Works Building Committee – A meeting was held today with OPM. Geotechnical testing was done today and sound monitor testing has been completed. The next meeting is scheduled for August 9th.

BOARD OF SELECTMEN LIAISON REPORTS AND COMMENTS

- A. Accounts Payable Warrant – Signed
 - B. Bristol County Advisory Board (M. Healy) – nothing new to report at this time.
 - C. 540 Arcade Avenue Building Committee Report (M. Hines) – There are items on backorder. Two leaks on the roof have been discovered and will be repaired.
 - D. TV9 liaison (M. Healy) - nothing new to report at this time.
- M. Hines read the following correspondence:
- Ocean State Job Lot regarding their \$1,500 donation.
 - Letter from a resident thanking Dave Cabral and DPW for the work they did on Fairway Drive.
 - Letter of recognition from State 911 for Taylor Cordeiro and Melissa Zaskowski
 - Letter from a Mill Road resident expressing concern with the increase of cut through traffic and speeding. M. Healy said he has spoken with the Town Administrator regarding the traffic on Mill Road. The first step will be to add speed limit signs. Once the signs are posted, the speed can be addressed. Mr. Cadime said he has spoken with Chief Enos and the Superintendent of Public Works.
- P. Pozzi asked about the yellow lines being painted on Woodland Avenue
- M. Healy said there is a period of time to wait before striping a street after chip and seal is done.

Adjournment

C. Zorra made a motion to enter into Executive Session at 7:16 p.m. and reenter into open session for potential contract approval to A) conduct a strategy session with respect to negotiations with the United Steelworkers Supervisors Unit Local 9517-09 per MGL c 30A § 21(a) (3) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; B) to conduct a strategy session with respect to negotiations with the United Steelworkers Clerical Unit Local 9517-10 per MGL c 30A § 21(a) (3) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; C) to conduct a strategy session with respect to negotiations with the Seekonk Public Library Employee Association, MLSA, AFT Massachusetts, AFL-CIO per MGL c 30A § 21(a) (3) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; D) to conduct a strategy session with respect to negotiations with DPW AFSCME Council 93 per MGL c 30A § 21(a) (3) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; E) to conduct strategy sessions with respect to negotiations with the Assistant Town Administrator/HR Director per MGL c 30A § 21(a) (2) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; and F) to conduct strategy sessions with respect to negotiations with the Deputy Police Chief per MGL c 30A § 21(a) (2) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; and G) consider accepting the executive session meeting minutes of June 7, 2023 and June 21, 2023 it was seconded by M. Hines, and it was unanimously approved.

Roll Call Vote: 5-0 all in favor

Justin Sullivan-Aye; Pam Pozzi-Aye; Chris Zorra-Aye; Michelle Hines-Aye; Michael Healy-Aye

Contract Approval

M. Hines made a motion to enter back into open session at 9:47 p.m.; it was seconded by P. Pozzi, and it was unanimously approved.

Roll Vote: 5-0 all in favor

Justin Sullivan-Aye; Pam Pozzi-Aye; Chris Zorra-Aye; Michelle Hines-Aye; Michael Healy-Aye

C. Zorra made a motion to approve Deputy Police Chief LaFleur's contract; it was seconded by M. Hines, and it was unanimously approved.

Roll Call Vote: 5-0 all in favor

Justin Sullivan-Aye; Pam Pozzi-Aye; Chris Zorra-Aye; Michelle Hines-Aye; Michael Healy-Aye

Adjournment

M. Hines made a motion to adjourn open session at 9:49 p.m.; it was seconded by C. Zorra, and it was unanimously approved.

Roll Call Vote: 5-0 all in favor
Justin Sullivan-Aye; Pam Pozzi-Aye; Chris Zorra-Aye; Michelle Hines-Aye; Michael Healy-Aye

Respectfully submitted,
Michelle A. Hines, Clerk

Prepared by:
Kristen L'Heureux

Items Distributed at the July 12, 2023 Board of Selectmen Meeting

- Memo from Chief Lowery for pinning/swearing in ceremony for Firefighter Andrew Jacobs
- Memo from Animal Control officer, Andrea Russo for conditional offer of employment for Kaela McKearney
- Talent Bank Form for Board of Registrars
- Donation request from Seekonk Youth Soccer
- Donation request from Ocean State Job Lot
- FY23 4th Quarter review
- Draft meeting minutes