

Selectmen's Meeting Minutes May 3, 2010

Board of Selectmen Meeting Minutes May 3, 2010

The Board of Selectmen met this evening with Chair Colleen Corona presiding:

Members Present: Colleen Corona, John Haederle, Irwin Cohen, Ellen Barlow, Sean Noonan and Town Administrator David Colton

Corona called the meeting to order at 7:00pm.

Corona congratulated Noonan on his election to the Board of Selectmen.

Cohen was not present at this time.

Board Reorganization

Corona referenced the annual process of reorganizing after the election.

Voted: (Barlow/Noonan) voted unanimously by roll call of those present to nominate Corona as Chair
Haederle-Corona; Corona-Corona; Barlow-Corona; Noonan-Barlow

Corona noted that she has loved working with this group and the Town Administrator and is happy to serve again.

Voted: (Corona/Barlow) voted unanimously by roll call of those present to nominate Haederle as Clerk
Haederle-Haederle; Corona-Haederle; Barlow-Haederle; Noonan-Haederle

Corona noted that this meeting is televised.

Michael Richard North Easton Union Villa

Applicant Michael Richard was present.

Richard noted the fundraiser to help Mr. Steven Baker with expenses relating to medical bills. Mr. Richard explained the one day beer and wine license request for May 16, 2010 for the outside premises of the Union Villa – 190 Washington Street, Easton from noon - 4pm

Corona noted that the liquor licenses only cover the square footage of the building. Mr. Richard noted this will allow for a portion of the parking lot, not on the Town playground.

Voted: (Barlow/Haederle) voted unanimously to approve the one day license for May 16, 2010

Mr. Richard explained the Callahan's Run fundraiser on July 24, 2010; just like last year, they are proposing a motorcycle run throughout the town, an auction and raffles. The one day all alcohol license is proposed from noon to 4pm for the outside premises of the Union Villa. Mr. Richard explained that this fundraiser is promoted by Bill Callahan's family. Callahan was an Easton resident who died in the Iraq war. Most of the money goes to the Wounded Warriors Survivor's Fund.

Voted: (Haederle/Barlow) voted unanimously of those present to approve the one day license for July 24th

Selectmen’s Meeting Minutes May 3, 2010

Corona noted that tickets will be on sale at the door the day of the event and at the Union Villa anytime.

Transfer of common victualler license from Dragonfly Café to TARU Inc dba Pizza Express and NY Deli – 111 Belmont Street, Easton

Applicant Ricardo Ferraz was present and explained the proposed pizza and sub restaurant. Corona listed the conditions to be considered before the license is issued.

Conditions:

Per the Fire Chief, a fire suppression hood needs to be installed and tested prior to opening in the area of the fryolator, grill and stove. A final inspection is required prior to opening.

The Inspectional Services Department will need to inspect the new equipment and then a final inspection will be required prior to opening.

Final approval by the Board of Health.

Dragonfly Café would need to fill out a discontinuance form and the new business will need to file for a new business certificate.

Voted: (Barlow/Haederle) voted unanimously of those present to approve the common victualler license subject to the conditions as noted above

The Board wished Ferraz luck with the new business.

Annual Town Meeting Warrant Review

ARTICLE 10. FY 2011 CAPITAL BUDGET

Explanation: The items below shall be proposed. Funding will come from a variety of sources, including available funds (such as overlay surplus, water surplus, etc.) in the amount of \$357,843 and borrowing of \$655,000.

<i>Police Cruisers (3)</i>	<i>\$ 91,500</i>
<i>Route 106/Prospect St Intersection. Design Improvements</i>	<i>70,000</i>
<i>Town Computers – Hardware/Software</i>	<i>40,000</i>
<i>HHR/FLO School Phone System</i>	<i>30,000</i>
<i>School Computers – Hardware/Software</i>	<i>35,000</i>
<i>Repair of Long Pond Dam</i>	<i>200,000</i>
<i>Public Safety Radios</i>	<i>60,784</i>

Selectmen's Meeting Minutes May 3, 2010

<i>Inspectional Services Vehicle</i>	<i>13,059</i>
<i>DPW – Tree Chipper</i>	<i>57,000</i>
<i>DPW – Sidewalk Tractor with Attachments</i>	<i>152,000</i>
<i>DPW – 1 Ton Rack Body Truck with Plow</i>	<i>45,000</i>
<i>DPW – 1 Ton Dump Truck with Plow/Sander</i>	<i>55,000</i>
<i>Recycling Carts</i>	<i>145,000</i>
<i>Water - Pickup Truck</i>	<i>18,500</i>
<i>Total</i>	<u><u><i>\$1,012,843</i></u></u>

Town Accountant Wendy Nightingale, DPW Director Wayne Southworth, Chief of Police Allen Krajcik and Fire Chief Tom Stone were present. Colton noted the total Capital Budget request for \$1,012,843.

Nightingale explained the process that the committee went through in reviewing the requests. The committee met throughout the fall and reviewed capital needs and this is the final narrowed down list. Nightingale noted there were things that were not recommended and many large items needed further study or should seek grant opportunities. The items as proposed on the list are items that the committee felt was most critical.

Cohen arrived at this point of the meeting (7:15pm)

Colton explained the need to repair the Long Pond Dam. Stoughton and Easton DPW will be working in removing trees this summer prior to having the contractor come in efforts to repair the dam. Colton noted that this is an engineering cost estimate of \$200,000. Haederle asked if there is cost sharing with Stoughton. Colton noted no, it is our dam and we will bear the cost.

Barlow asked if we did nothing, would we lose the pond. Colton noted that we looked at the fact and questioned if we need the dam. The engineers looked at this and suggested that we need the dam; the North Easton village section of town would be flooded if we didn't have it. Barlow asked about cost sharing and Colton noted we own the dam and the Ames Long Pond wouldn't be there without the dam. Barlow asked if the Conservation Commission could help pay for the repairs. Colton noted that we intend to discuss this with the Conservation Commission at their next meeting.

Nightingale discussed the public safety radios. She noted that the Police Department got a \$200,000 grant for equipment but it did not include the radios.

Nightingale also noted the need for a vehicle in the Inspectional Services Department. Currently employees in the Inspectional Services Department are using their own vehicles to do inspections.

Selectmen's Meeting Minutes May 3, 2010

Corona clarified that the town vehicles are only used at work. Barlow asked if the purchase would be in compliance with being a Green Community. Colton confirmed yes.

Nightingale reviewed the DPW equipment as proposed.

Nightingale spoke of the recycling carts. Colton noted the purchase of 3,000 recycling carts and Article 6 would establish the revolving account. Noonan asked how many people participate in the Town's trash program. Colton suggested about 3,000 people participate in the program. Colton noted all recyclables would be put in the same cart if we were to purchase these large carts. Corona asked what will happen if we don't sell as many bins as we anticipate. Colton spoke of the need to recruit new customers. The new cart will be so much easier for homeowners and because it has wheels, it is easy to roll. Noonan asked if the folks will have to pick these up or will we work out some other arrangement. Colton hopes we will be able to get Waste Management to help get these out. Corona noted that there has been an increase in people signing on to the town's trash program.

Nightingale spoke of the new water proposed to be funded from water surplus.

Nightingale reference the need to replace the docks at the town pool. The Capital Planning Committee recommended using \$20,000 and using the Support the Easton Recreation Department (SERD) funds for the balance. Recreation needs this money as soon as possible after town meeting to get going on the project before the pool opens.

Barlow spoke of the application for being a Green Community and suggested that new vehicles for departments other than Police and Fire would be energy efficient.

Cohen asked about the School Department's request for hardware and software. He asked if we have answers to the questions raised at the Budget Subcommittee meeting. Nightingale noted that she has received additional information since the Budget Subcommittee meeting. She'd like to bring this topic back to the Capital Planning Committee and ask them to reconsider the request. The Board spoke of a possible new inventory program proposed for the School Department.

Haederle asked if this line items supplements the Foundation for Excellence in Education Easton (FEEE) funding for school computers. Nightingale noted that this would supplement what FEEE funds.

Barlow asked about a multi year plan and if we are keeping up or catching up. Nightingale noted that this budget will put us in better shape. She also noted that there are many things not on this list that are needed such as building maintenance. Colton noted that last year we did little or no spending and we can't continue to do this.

The Board thanked Nightingale for the update and the work on the Capital Budget.

There was no action taken by the Board.

ARTICLE 6. ESTABLISH STABILIZATION FUND FOR CAPITAL NEEDS

Colton explained the proposal to establish a Capital Stabilization Fund. This approach is being taken after consulting with Moody's Financial Services. This will help keep our interest rates as low as possible.

Selectmen's Meeting Minutes May 3, 2010

Nightingale noted Moody's concerns that we have ample reserve levels. We originally had the debt on an accelerated debt schedule and we have decided to look at the things we were going to pay down this year and by doing this, we were able to take some of this money toward the bottom line, for free cash to help maintain the stabilization fund for future years. You want to keep debt service for bonding or capital. Building reserves will give us flexibility in future years to either borrow or pay cash for things. Colton noted in future years when interest rates are higher, this gives us flexibility not to borrow or to use cash. This year, the surplus is around \$415,000 in the general fund.

Barlow asked why we would do this when we have a deficit. Colton noted that you should never use money for the Capital Budget for operation because that money will not reoccur next year. Colton noted, in addition, the bonding agencies look to see what we are doing for capital each year. Nightingale noted that they look at what we use in reserves to fund the operating budget.

Haederle asked if it is unusual for towns to have these two different types of stabilization funds. Nightingale replied no. Noonan asked if the \$415,000 is the net balance. Nightingale confirmed yes.

ARTICLE 29. ADOPTION OF STRETCH ENERGY CODE, 780 CMR APPENDIX 120.AA

Colton referenced the proposed Stretch Energy Code.

Building Inspector Mark Trivett and Easton Green Communities Committee Chair Adrienne Edwards were present.

Colton noted the recently established Green Communities Committee and the incentive to become a Green Community to have more grant dollars available to the Town. In order to be eligible for the grants, we have to become certified as a Green Community. There is a list of things to do and we already do many of these things. Colton noted that many towns are putting this in on their town meeting warrants to become a Green Community. Once you become a Green Community, you make a commitment to reduce energy by 20% over the next five years. Colton noted as an example that we are installing a solar panel at one of the water pump stations and this is all being done with grant money; it is very cost effective. We want to look at our buildings and facilities over the next five years to save energy.

Edwards and Trivett introduced themselves to the Board. Trivett noted that he will be responsible for enforcing the Stretch Energy Code which is proposed on the town meeting warrant.

Corona asked what will be required under the new code, different than what we have now. Trivett noted it's different from residential to commercial. He explained the difference. On residential construction, it is now performance based construction based on a home energy rating system.

Corona asked what the cost impact would be. Trivett suggested that based on the modeling survey, for a three bedroom residential, the cost associated with this may be approximately \$8,000 but within 6 years, you would recoup this money in energy savings. There are exceptions with commercial buildings.

Noonan asked if this would affect remodeling a home. Trivett noted not remodeling but most likely an addition. Colton asked if you are remodeling a new kitchen, would the homeowner be affected. Trivett stated no.

Selectmen's Meeting Minutes May 3, 2010

Haederle asked if the grant money could be used for municipal purposes only. Edwards confirmed it would be for municipal purposes.

Barlow asked Trivett to comment if the State Building Code is going in this direction also. Trivett confirmed yes.

Corona suggested that she supports this effort. Trivett noted that one other requirement is that building officials need to be certified in this; he underwent training took place this past January. Trivett noted that we can greatly reduce greenhouse emissions.

Colton noted that Barlow and Edwards are members of the Green Communities Committee. Colton announced the workshop to be held on May 11th at 6pm at the Oliver Ames High School Simmons Lecture Hall. Various State agency representatives will be present.

Barlow asked Edwards about the new study with the new figures and asked if the figures have changed. Edwards stated that the figures haven't changed much for the single family home.

Barlow noted that 13 communities have already passed the Stretch Energy Code. Colton reiterated that this is an opportunity for Easton to pass this too.

The Board thanked Edwards and Trivett for their efforts.

Voted: (Barlow/Haederle) voted unanimously to include and recommend Article 29

ARTICLE 22. AUTHORIZE THE TOWN CLERK TO ESTABLISH A REVOLVING FUND

Town Clerk Jeremy Gillis was present and noted that he is proposing a surcharge for vital records. This proposal would help with the cost of records management. He is proposing a \$5 surcharge on top of the increase in fees. This puts the fees in par with the City of Brockton. Corona asked when this was the last time he raised fees. Jeremy replied January 2009.

Noonan asked how many requests for certified vital records per year. Gillis suggested between 2,000 and 2,500 per year.

There was no action taken by the Board.

ARTICLE 37. AMEND THE CODE OF EASTON

Jeremy Gillis was present. He explained in 1998 the Code was proposed, vendor specific. This proposal would put the code back to the Town Clerk's Office allowing the clerk to update the code as needed much quicker than the code company. Corona asked if the Board would still have a code book. Gillis suggested that he would take this over, update as needed and include on the town's website, eliminating the book. Corona asked about extra cost to get this back from the code company. Gillis replied that he does not anticipate a large fee. Corona asked if there is a state law requiring more than the Town Clerk hard copy. Gillis replied no.

Voted: (Barlow/Noonan) voted unanimously to include and recommend Article 37

ARTICLE 13. AMEND FY 2010 COMMUNITY PRESERVATION BUDGET

Selectmen's Meeting Minutes May 3, 2010

CPA Committee Chairman James Lee and other members of the CPA Committee were present.

Lee explained the process of estimated the state match and the process of adjusting the budget. Lee noted they use the 28% figure when figuring the budget. Nightingale noted we got the distribution in October.

ARTICLE 14. REPORT AND FY 2011 BUDGET OF THE COMMUNITY PRESERVATION COMMITTEE

Lee gave an overview of the 2011 budget. Noonan asked for the budget information to be put online. It was agreed to put this online.

ARTICLE 16. COMMUNITY PRESERVATION COMMITTEE PROJECTS

Lee spoke of the action plan and the need to update this every five years. He gave a breakdown of the projects. Planning Director Alice Savage was present and explained the proposal of the Povoas Pocket Park and the fact that the work will be done before the Town takes ownership of the park.

ARTICLE 12. ACCEPTANCE OF 80 CENTER STREET – PARK/RECREATION LAND

Colton noted that normally a gift doesn't need to be approved at town meeting but because it is park land, it does.

Voted: (Barlow/Haederle)_voted unanimously to include and recommend Article 12

ARTICLE 15. COMMUNITY PRESERVATION COMMITTEE - ECONOMIC ANALYSIS OF A PROPOSED PROJECT

Colton noted that this article was submitted by the Finance Committee. Interim Finance Committee Chair Kim Dubois and Finance Committee member Carol Nestler were present. Dubois introduced herself to the Board. Dubois noted that over the last few fiscal years, the Finance Committee has had quite a few questions regarding projects; thus, the suggestion of this article.

Colton noted that Article 15 seeks to request that a report be submitted. Colton referenced Town Counsel Ellen Doucette's comments on this matter. Doucette has an issue with the fact that the Finance Committee can review information at town meeting but to require this is not recommended by Town Counsel. As the article stands now, the proposal that the CPA and Finance Committee having a joint meeting exceeds the authority of the Finance Committee under the CPA law.

Corona asked what type of financial analysis would be needed if for example Langwater came on to the market for sale; how would the analysis be done. Corona noted that she is concerned for the cost to the CPA Committee to prepare the financial analysis.

Planning Director Alice Savage asked how this is different than what the Finance Committee currently does when reviewing warrant articles. Dubois suggested that we can't always do this but we don't always have the information that the Finance Committee needs.

Nestler questioned the cost of funding, maintenance, long term, who is going to maintain, what is the cost of bonding. She explained that the Finance Committee is looking for more detail. They get pieces of information but not the whole picture and it's often very late. Nestler suggested that the Finance Committee isn't able to give their best to the community under the current circumstances.

Selectmen's Meeting Minutes May 3, 2010

Corona again expressed the concern for how many reports will be requested and the time and the cost involved. She again asked for parameters.

Haederle used the proposed pocket park as an example and stated it is a non-conforming lot; his biggest concern is the maintenance and vandalism, etc.

Colton suggested the bigger question is when you have a larger parcel and the town is faced with a question as to whether or not to buy the property and what do to with it. It's the projection on buying the property is where it becomes problematic. He questioned how you enforce the Bylaw when the Finance Committee and CPA Committee disagree.

Savage also expressed concern that the CPA Committee may not be the source to get this information. She suggested that we would have to hire someone to do this work, or it would have to come from staff. She also noted there must be a way that the two committees need to get together on a regular basis; not just before town meeting.

Noonan agreed with the Finance Committee that they need more information. He used past examples other borrowings where the Finance Committee did not have sufficient information in order to make a decision.

Corona suggested that the bonding information can be given by the Town Accountant.

Barlow noted that the CPA Committee is supposed to be looking at open space, recreation and affordable housing.

Nestler noted that the Shovel Shop Tax Increment Finance (TIF) was an example of information that was needed by the Finance Committee and they couldn't get the numbers.

Corona again noted that the article is too broad and she has concern with this.

Nestler suggested a liaison between Finance Committee and the CPA Committee would be helpful in the future.

Haederle suggested a liaison may not be needed but members of one committee should be able to call members of another committee to keep the communication open.

CPA Committee member Lee Williams suggested that this may be perceived as a reason not to support a CPA article.

Chairman Lee understands the concerns of the Finance Committee and expressed concern that the warrant article will not address this. He agrees that a better coordination in effort is warranted and he thinks that there has to be a joint meeting of the two committees to discuss this issue. He doesn't agree with the comments on the TIF as this was nothing to do with the CPA Committee.

CPA Committee member John Grant defended the former CPA Chair, Patricia Hunt and noted that she and the Town Accountant were very diligent in working together to be well prepared. He spoke of the

Selectmen's Meeting Minutes May 3, 2010

bonding issue and the Dean Street property and it was very clear what the bonding would cost. Grant suggested sitting down with the town committees and working things out.

Corona noted that the article is so broad and the request can go on and on and continue to cost money for the analysis.

Noonan asked what the Board would want to see to have this article move forward. Corona commented that there are some projects that have no costs associated.

The consensus of the Board was that the review should be on a case by case basis.

Noonan noted the spirit of the intended article. He again asked what would be required to move forward. Corona noted that if the CPA Committee has bonding projects, we would just ask that they submit an analysis to the Finance Committee if bonding is required.

Nestler and Dubois agreed that the article is much too broad and they are just looking for a simple analysis.

In summary, it was agreed that the CPA Committee would submit an analysis to the Finance Committee if bonding is required.

Voted: (Haederle/Cohen) voted unanimously to include the article
The board took a brief recess at 9:15pm and reconvened at 9:45pm

ARTICLE 18. COMPREHENSIVE WASTEWATER PLANNING & HYDRO GEOLOGICAL INVESTIGATIONS

Woodard and Curran representatives Ken Carlson, Vonnie Reis, Joe Shea and John Daniels were present. Citizen Mark Bartlett, who served on the original Wastewater Management Study Committee was present.

Carlson noted he has been a resident for over 20 years and was an original member of the Wastewater Management Study Committee. He gave history of the committee when it began back in 1999. Regional wastewater was discussed. The Town worked with Old Colony Planning Council to fund a Taunton River Basin Regional Plan. Corona noted that she has attended many regional wastewater meetings and this is an ongoing process. Colton asked that any regional solution would include transportation of wastewater from one place to another. Carlson agreed that this is possible.

Reis gave a PowerPoint presentation of Easton's Wastewater history. Article 18 would allow funding to complete the review process. Reis noted that this project is fairly high on the list and the Massachusetts Department of Environmental Protection (DEP) would like to see this happen.

ARTICLE 19. ESTABLISHMENT OF THE EASTON SEWER DISTRICT

Reis gave an overview of Article 19. The Comprehensive Wastewater Management Plan (CWMP) showed the priority areas as well as other areas where conventional septic systems seem to be working fairly well. The CWMP is a town wide plan but it may not include sewer in every section of town but they may be able to be added at a later date.

Selectmen's Meeting Minutes May 3, 2010

Carlson spoke of Rt. 138 from Belmont Street down toward the Raynham Line and Center Street toward the North Easton Village section of town and Depot Street toward the Five Corners Area.

Corona suggested that just because you are in a high needs area, this doesn't mean you will get sewer. There are some areas of town that will never be part of the district. Right now, we are only talking about the North Easton Village section of town.

Barlow clarified that if you are in the district but not hooked up; you will not be charged for this until you are hooked up to the pipe in front of your house.

ARTICLE 20. APPROPRIATION OF FUNDS TO DESIGN AND PERMIT SEWERS AND APPURTANCES IN NORTH EASTON VILLAGE

Reis explained Article 20. The proposed treatment plant would be owned and operated by the Town. The design costs for this will be paid by the Enterprise Fund once it is established.

Colton noted that he was concerned with the method of treatment as approved by the DEP for the Shovel Shop original proposal. We want to be sure that we have the best available technology to treat the wastewater coming into the ground. We will be amending the Turner's permit to improve the level of treatment and increase the level of capacity.

Corona noted this \$350,000 cost will come from the Enterprise Fund. Corona asked about us discharging into Zone 2. Bartlett noted it is a pretty conservative but it's what many towns have adopted. Corona noted that there are already many proposed wastewater treatment plants into Zone 2 and this is allowed by the State.

Colton noted that we want a standardized method of treatment and he spoke of the membrane treatment plant.

ARTICLE 21. ADOPTION OF M.G.L. CHAPTERS 80 AND 83

This article gives the towns the rights to adopt betterments. The payback typically for betterments is 20 years at a low interest rate. A Home Rule Petition was discussed to extend the time to 30 years. If the warrant article passes, special assessments such as the Unit Method and the Frontage Method are options for the Board to choose.

Corona suggested that this is such an opportunity because we have talked about wastewater in the North Easton Village area for quite some time.

Bartlett noted that this area of town is #1 and this is a partial solution for what the town really needs.

Article 34. AMENDMENT OF THE TOWN OF EASTON ZONING BYLAW INCLUSIONARY ZONING IN SPECIAL PERMIT SUBDIVISIONS

Planning Director Alice Savage was present. Savage briefly explained the article. This only applies to subdivisions that are new and require a special permit.

Selectmen's Meeting Minutes May 3, 2010

Noonan asked for a schedule of what the cash payments would be. Savage referenced Brookline's model bylaw and schedule. There are over 100 communities across the state that has this type of model or similar.

Voted: (Barlow/Haederle) voted unanimously to include and recommend Article 34

Corona announced Savage's resignation from the Town for an opportunity to do a Teaching Fellowship in New York. Corona thanked Savage for the work she has done; she has worked so hard.

Savage thanked the Board of Selectmen and noted it's been a pleasure to work with the Board. Colton noted Savage has been a tremendous asset to the Town. She is embarking on a new career and he is excited for her and further noted that she is very courageous.

Savage stated she is excited about the fellowship opportunity in New York City; teaching middle school students Science.

Voted: (Barlow/Haederle) voted unanimously to include articles 3, 6, 9, 10, 11, 12, 12, 14, 15, 16, 18, 19, 29, 21, 22, 24, 25, 26, 27, 29, 34, 35, 36, 37, 38

Voted: (Haederle/Noonan) voted unanimously to include Article 4

Voted: (Haederle/Barlow) voted unanimously to include all 38 articles in to the town meeting warrant

ARTICLE 3. REVOLVING FUND FOR RECYCLING CARTS

There was no action taken.

ARTICLE 11. REPLACE DOCKS AT TOWN POOL

There was no action taken.

Town Meeting Schedule

Corona noted the town meeting schedule as we are still waiting to hear more budget numbers from the State. We will not have enough information by the May 17th town meeting to vote on budget. The consensus of the Budget Subcommittee is to open town meeting and continue to June 14th at 7pm at Oliver Ames High School. Colton noted this is the latest we could possibly have to vote on the budget to begin the budget the new fiscal year on July 1, 2010. Colton noted we need to be sure that we have a quorum on June 14th if it is continued to that date.

Request to place sign on Town Property at Militia Park – Easton Youth Baseball League (EYBL)

Corona explained the request to place a sign on Town property. She referenced the letter from the Building Inspector noting that the proposed sign dimensions meets the criteria of the sign bylaw.

Voted: (Cohen/Haederle) voted unanimously to approve the request to place the sign on Town property as proposed by EYBL

FY'11 Budget Discussion

Colton referenced the Budget Subcommittee meeting held on Friday, April 30th. The Town Accountant and Town Administrator reduced the deficit and they propose increasing the use of the Ames Fund by \$200,000. Corona explained the Ames Fund and the disbursement. Colton explained that last year we proposed to use \$350,000 to fund the operating budget but we did not use this. We will use the opportunity to consider it this year. This brings the deficit to \$375,000; \$225,000 for the School

Selectmen's Meeting Minutes May 3, 2010

Department and \$150,000 for the Town government side. Colton noted that we are concerned with excise tax revenue and the numbers are not coming in as hoped; we want to hold some money back for this purpose. We are also looking at the meals tax as to how the projections are running; the figures appear to be running just a little behind what the Department of Revenue had projected. Colton anticipates cutting \$150,000 from the town budget unless we get more money from the state.

Reaffirm Statement of Ethics and Values

Corona read the Selectmen's Statement of Ethics and Statement of Values.

Voted: (Haederle/Barlow) voted unanimously to reaffirm the Statement of Ethics and Statement of Values

Minutes

Voted: (Haederle/Barlow) voted unanimously to approve general minutes dated 4/12/10

Town Administrator Notes

None

Press Notes

None

Selectmen's Notes

Corona thanked residents who participated in the Town's Annual Clean Up Day. She spoke of the Annual Household Hazardous Waste Day and noted that prescription drugs were taken at the Police Department. Corona thanked all who participated.

Corona noted that two trees were planted at the library on Arbor Day; she thanked all who attended and participated in the planting ceremony.

On Saturday, May 1st, the Water Division held the annual Poster Contest. Corona thanked everyone for participating.

Public Participation

None

Voted: (Barlow/Cohen) voted unanimously to adjourn (9:50pm)

Respectfully submitted,

Mary Southworth

TOWN OF EASTON
Statement of Ethics of the Board of Selectmen
Adopted September 13, 2004

Reaffirmed May 9, 2005

Reaffirmed August 27, 2007

Reaffirmed April 28, 2008

Reaffirmed May 4, 2009

- 1. A member of the Board of Selectmen, in relation to his or her community should:**
 - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Administrator.
 - b. Realize that in creating and enforcing town policy, the Board of Selectmen may direct the Town Administrator in setting priorities that affect policy, but that the day-to-day operations of the town are left to appropriate department heads.
 - c. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
 - d. Be well informed concerning the duties of a Board member on both local and state levels.
 - e. Remember that he or she represents the entire community at all times.
 - f. Realize that service on the Board is service to the community and not service for personal or political benefit.
 - g. Abide by the ethics guidelines established by the State.

- 2. A member of the Board of Selectmen, in his or her relations with the Town Administrator, should:**
 - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
 - b. Recognize and support the administrative chain of command and refer complaints to appropriate members of the administration.
 - c. Give the Town Administrator full responsibility for discharging his or her duties.
 - d. Refrain from instructing or requesting assistance from Town department heads; instead all such activities should be handled through proper administrative channels through the full Board and the Town Administrator.

- 3. A member of the Board of Selectmen, in his or her relations with fellow Board members, should:**
 - a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
 - b. Refrain from making statements or promises regarding the outcome of matters that will come before the Board until after having a full and fair opportunity to weigh the merits of an issue during a Board meeting.
 - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - d. Make informed decisions.
 - e. Refrain from communicating the position of the Board of Selectmen to reporters or state officials without prior board approval.

- f. Be respectful of other Board members and their opinions.
4. **A member of the Board of Selectmen, in his or her relations with Town staff, should:**
- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
 - b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Administrator, Town Counsel, Assistant Town Administrator, Administrative Assistant to the Board of Selectmen, or Department heads. The office of the Town Administrator should be copied on all requests or correspondence.
 - c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Administrator through private conversation.
 - d. Limit requests for staff support, and ensure that all requests go through the Town Administrator's office.
 - e. Ensure that any materials or information provided to a Selectmen from a staff member be made available to all Selectmen.

TOWN OF EASTON

Statement of Values of the Board of Selectmen Adopted September 13, 2004

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Protect and Enhance the Financial Health of the Town of Easton

Protect and Enhance the Educational Excellence offered by the Town of Easton

Protect and Enhance the Historic Nature of the Town of Easton

Protect and Enhance the Professionalism of the Town's Staff Boards and Committees

Protect the Environmental Quality of the Town of Easton

Enhance Relationships and Communications

Emphasize Long-Term, Strategic Planning

Protect and Enhance a Climate of Acceptance and Tolerance within the Community of Easton

Protect and Enhance Housing Opportunities for the Residents of Easton