

**TOWN OF DUXBURY  
FINANCE COMMITTEE MINUTES**

TOWN CLERK:

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~~Date of Meeting~~ **June 22, 2023**

**2023 JUN 23 AM 8:29**

**Date Minutes Approved: June 22, 2023**

**DUXBURY, MASS.**

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**Via Remote Attendance:** Betsy Sullivan, Jack Kent, Shannon Godden, Al Hoban, Kathleen Glynn, Sean Dadsetan-Foley, and Jerry Pisani

**Absent:** Nathaniel Taylor, and Friend Weiler

**Others:** John Adams, Finance Director; Steve Studley, Recreation Director; Nancy Rufo, Conservation Agent; Jake Emerson, Harbormaster

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**CONVENED VIA REMOTE ONLY**

**I CALL TO ORDER**

Ms. Sullivan called the meeting to order at approximately 6:30 PM and read the following preamble:

Pursuant to Governor Baker's Chapter 20 of the Acts of 2021 dated June 16, 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency regarding suspending certain provisions of the Open Meeting Law, G.L. c. 30A, §18, the Town of Duxbury's Board and/or Committee meetings will be conducted via remote means. Members of the public who wish to watch this meeting may do so by following the ZOOM meeting links below. To watch replays of a meeting, visit PACTV's Video on Demand at [www.pactv.org/ondemand](http://www.pactv.org/ondemand) or by viewing the Duxbury Government Access Channels – **Verizon 39 or Comcast 15**.

No in-person attendance of members of the public will be permitted. Every effort will be made to ensure that the public can adequately access the proceedings to the best of our technical abilities; and despite our best efforts due to lack of technical infrastructure, this meeting will be available on PACTV to view a video recording, and a transcript or other comprehensive record of proceedings will be available as soon as possible after the meeting

**II NEW BUSINESS**

**Approval of Minutes, if any**

Ms. Godden moved to approve minutes of February 21, 2023.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley-Aye Vote: 6:0:0*

Ms. Godden moved to approve minutes of March 2, 2023.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley-Aye Vote: 6:0:0*

Ms. Godden moved to approve minutes of March 9, 2023.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley-Aye Vote: 6:0:0*

Ms. Godden moved to approve minutes of March 11, 2023.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley-Aye Vote: 6:0:0*

### Reserve Fund Transfers

Mr. Adams explained the reserve fund transfer request from Mr. Studley. The request is for North Hill golf course in the amount of \$17,028.66. This is due to unforeseen electrical issues at the clubhouse and issues with the irrigation pump.

Ms. Glynn moved to approve funds from the reserve fund transfer to the North Hill golf course in the amount of \$17,028.66.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

### Municipal Relief Fund Transfers

Mr. Adams explained the requests for municipal relief transfers. He noted the salary budget for the Assistant Assessor was below market value which needed to be increased. Also, the new Town Planner's salary was set above the FY23 budget for the position.

Ms. Glynn moved to approve \$14,025.00 from Conservation Salaries to Assessing Salaries in the amount of \$6,800.00 and Planning Board Salaries in the amount of \$7,225.00.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

The Conservation Commission is seeking \$1,000.00 for unanticipated repairs to the truck and \$700.00 for seawall letters of intent as a result of the seawall passing at Town Meeting.

Ms. Glynn moved to approve \$1,700.00 from Conservation Salaries to Conservation General Expenses.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

Mr. Adams explained the two overages in the non-contributory pension. He also noted that the Medicare tax is trending slightly above the budget.

Ms. Glynn moved to approve the transfer from Fire, Liability Insurance in the amount of \$8,460.00 to Non-Contributory Pensions in the amount of \$3,460.00 and Medicare Tax in the amount of \$5,000.00.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

Mr. Adams explained the subscription to ZOOM video for the Town purchased during COVID continued into FY23. The line was unbudgeted.

Ms. Glynn moved to approve the transfer from Town Clerk Salaries in the amount of \$4,100.00 to Town Clerk Expenses.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

Mr. Studley is requesting additional funds for the Pool Salaries because of the hiring of an Aquatic Manager. The \$10,000.00 request for pool expenses is due to utility costs being under-budgeted and the increase in usage.

Ms. Glynn moved to approve the transfer from Pool Salaries in the amount of \$16,000.00 to Pool Salaries in the amount of \$6,000.00 and Pool Expenses in the amount of \$10,000.00.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

Mr. Studley informed the Committee the current staffing does not cover the staffing for Beach Operations. Additionally, the handed-down vehicles are in need of constant repair.

Ms. Glynn moved to approve the transfer from Land & Natural Resources Salaries in the amount of \$40,000.00 to Beach Operations Salaries in the amount of \$35,000.00 and Beach Operations Expenses in the amount of \$5,000.00.

*Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

Mr. Adams spoke about the vacancies regarding licensed Water & Sewer operators which forced the town to contract with Weston & Sampson to perform the services and remain in compliance with the water regulations and DEP. The monthly cost for the services in Sewer is \$15,636.25.

Ms. Glynn moved to approve the transfer from Land & Natural Resources Salaries in the amount of \$6,131.25.00 to Sewer Expenses. *Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

Mr. Emerson spoke about the need for the transfer request of \$15,000 for part-time harbormasters. The season has virtually extended in length from what it used to be, increasing expenses.

Ms. Glynn moved to approve the transfer from Library Salaries in the amount of \$15,000.00 to Harbormaster Salaries. *Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

The next request is because of the vacancies in Water and Sewer. The monthly cost for the service contracted with Weston & Sampson are \$18,430.00.

Ms. Glynn moved to approve the transfer from Water Enterprise Salaries in the amount of \$41,840.00 to Water Enterprise Expenses. *Seconded by: Al Hoban Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

#### Discussion of Summer Schedule

Ms. Sullivan thanked Mr. Pisani for his service to the Committee.

Mr. Pisani thanked Ms. Sullivan and Mr. Adams for their support and guidance to him while he served on the Committee.

Mr. Pisani spoke about the drive for a 5-year plan strategic plan and he would like the management team to be heavily involved in the implementation. He spoke of having services being examined every year by speaking to managers about reducing spending.

Mr. Pisani also noted the Town's absolute need for a grant writer.

Mr. Adams anticipates the need for one more meeting in June for Municipal Relief Transfers.

### **III ADJOURNMENT**

Mr. Glynn moved that the Finance Committee adjourn at approximately 7:30 PM

*Seconded by: Jerry Pisani Roll Call Vote: Betsy Sullivan-Yes; Jack Kent-Yes; Shannon Godden-Yes; and Al Hoban-Yes; Kathleen Glynn-Aye; Sean Dadsetan-Foley- Aye; Jerry Pisani-Aye Vote: 7:0:0*

*Respectfully Submitted,  
Karen Clancy, Budget Analyst*