



**Town of Abington**  
OFFICE OF  
**BOARD OF SELECTMEN**  
500 GLINIEWICZ WAY  
ABINGTON, MA 02351  
(781) 982-2100  
FAX (781) 982-2138

**Minutes**  
**Board of Selectmen**  
**July 27, 2020**  
**Cotter Room**  
**6:30 p.m.**

**Members Present:** Tim Chapin, Chair, Alex Bezanson, Jim Connolly, Kevin DiMarzio, Mike Kolodziej, Scott Lambiase, Town Manager

- Meeting opened with the Pledge of Allegiance.
- Public Announcements:  
Kevin DiMarzio – requested a moment of silence be observed in memory of Police Officer Michael Chesna, who was killed in the line of duty two years ago.
- Executive Session: Motion by Jim Connolly to go into Executive Session to conduct strategy session in preparation for negotiation with non-union personnel under MGL Ch. 30A, Sec. 21(a)2, and to return to open session, seconded by Kevin DiMarzio. Roll call vote: Mike aye; Kevin aye; Jim aye; Alex aye; Tim aye.

7:30 p.m. Open session resumed.

**Public Appointments:**

7:30 p.m. Massachusetts Electric Company (National Grid) and Verizon New England, Inc. to install new Pole 1-50 on Central Street. Motion by Alex to open hearing, seconded by Jim, unanimous. Representative Ryan Moskos from National Grid – they are installing smart monitors on poles for data (outages, service restoration), installing one new pole, doesn't make any noise, no lights. Silas Adams, 12 Central Street – there is pole numbered 1-50 on his property. Will it be removed? This pole has been hit by cars; was told he should call Verizon. They will re-number the new pole they are installing.

Motion by Jim to close hearing, seconded by Alex, unanimous. Motion by Jim to approve, seconded by Alex, unanimous.

7:35 p.m. Massachusetts Electric Company (National Grid) and Verizon New England, Inc. to install 1 JO poles on Bedford Street. Motion by Alex to open hearing, seconded by Jim, unanimous. Representative from National Grid – based on existing conditions, this is same situation in front of Mobil Station, 906 Bedford Street. They are replacing one pole and installing one new pole.

Motion by Jim to close the hearing, seconded by Kevin, unanimous. Motion by Alex to approve, seconded by Jim, unanimous.

7:40 p.m. Massachusetts Electric Company (National Grid) and Verizon New England, Inc. to relocate poles at the intersection of Chestnut Street and North Quincy Street. Motion to open the hearing made by Alex, seconded by Jim, unanimous. Representative from National Grid – relocation of poles due to construction of rotary at intersection, in front of 500 Chestnut Street.

Motion by Alex to close the hearing, seconded by Jim, unanimous. Motion to approve made by Alex, seconded by Jim, unanimous.

1. Minutes – motion to approve July 13, 2020 made by Alex, seconded by Jim, unanimous.
2. Request for Special Municipal Employee status for reviewing engineers. Status cannot be given to an individual. After discussion, and referring to KP Law memo, motion was made by Alex to approve Special Municipal Employee status for Planning Board engineering consultants, seconded by Jim, 4 ayes, 1 opposed (Kevin).
3. Town Manager Report:  
Scott reviewed his Goals and Objectives memo (attached).  
Human Resources: He will be working with Jaime Kenny on policies.

Procurement: Chief Procurement Officer designee Sue Moquin was established by previous Town Manager. Would like to recognize Sue with change of title from Town Account to Finance Director, possibly Finance Director/Assistant Town Manager, but at the very least would be Finance Director going forward. She has been functioning in this capacity, has helped with the transition process. There would be no additional compensation; she had been compensated for the additional duties previously. Kevin – that position had been eliminated. Scott – duties are being performed by Sue now. Will discuss this with Jaime Kenny, Town Counsel.

There isn't money for new position. Planner position was eliminated from our budget. Town Manager has met with Town Managers in Whitman and Rockland re a regional Planner. Board – re human resources, could they share part time person with another town? Scott – there is no funding now. Kevin – we should explore sharing services with other towns.

Financial Policies: Working on a codified policy to hand down from board to board.

Capital Improvements: Hopes to bring in consultant on capital improvements, building repairs, work with Chairman of Finance Committee and Sue Moquin to establish a committee to present long-term plan.

Affordable Housing Trust: Legwork was done by previous Town Manager. The document has gone to town counsel for review. Hopes to present an article at the next town meeting to establish an Affordable Housing Trust.

MRI Study: Is looking forward to working with the Chief and Deputy Chief to implement accepted recommendations.

Fire Station Site Selection: Has experience with this process and will assist in pushing this project forward.

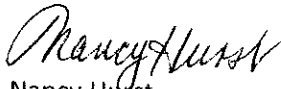
Community Outreach: Will be recording cable segments to introduce himself and town departments and services to the community.

Alex – was happy with goals and objectives. Suggested a review of the Zoning By-laws in the future, possibly hire a consultant. It has been done in the past piecemeal. Scott – a land use committee could be formed with a planner involved, and representatives from Planning, Zoning, Selectmen, Conservation. This could possibly be done next year.

Alex inquired about reimbursement from Plymouth County re COVID-19 expenses. Sue Moquin has submitted the paperwork.

Motion by Jim to adjourn at 8:32 p.m., seconded by Alex, unanimous.

Respectfully submitted,

  
Nancy Hurst



# Town of Abington

## OFFICE OF TOWN MANAGER

500 GLINIEWICZ WAY  
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TO: Board of Selectmen  
From: Scott Lambiase, Town Manager  
Date: 7/22/2020  
RE: Goals and Objectives

### **Centralize Human Resources**

The statutes and policies that govern municipal employment law are difficult to navigate. Department heads should not be expected to handle their own recruiting, hiring, and onboarding. A simple mistake or misunderstanding could easily create a legal problem. Completion of this task will require developing a new employee handbook incorporating such items as a code of conduct, standard policies, and the towns mission statement. A review and update of job descriptions and benchmarking will also need to be performed, and a central depository for all employment information will have to be established.

### **Centralize Procurement**

Procurement should be centralized to ensure that all purchases of goods, services, and building project contracts are properly bid and are executed within the confines of Mass General Law. Therefore, it is imperative that the towns Chief Procurement Officer Designee reviews and approves all purchases for all departments. It is equally important to maintain one central depository for the appropriate records. This process has already been started; the CPO Designee has already been established. Currently we are working together to review and update our current policies as well as establish a central depository for all related documents.

### **Review and Update Financial Policies**

It is important for a municipality to review and update their financial policies on an ongoing basis. The financial policy will set forth a broad framework for overall fiscal planning and management of the Town of Abington's resources. The policy will address both current activities and long-term planning. I will work closely with Sue Moquin and the Finance Committee before presenting something to the Board of Selectmen.

### **Re-establish a Capital Improvement Committee**

The Charter requires that; The Town Manager shall submit a capital improvement program to the Board of Selectmen and the Finance Committee at least six (6) months before the start of the fiscal year. Said program shall be based on material prepared by the capital improvement committee established by by-law, if any, including:

- (a) A clear, concise general summary of its contents;
  - (b) A list of all capital improvements proposed to be undertaken during the next ensuing five years, with supporting information as to the need for each capital improvement;
  - (c) Cost estimates, methods of financing and recommended time schedules for each improvement; and
  - (d) The estimated annual cost of operating and maintaining each facility and piece of major equipment involved.
- I will work with the Chairman of the Finance Committee and Sue Moquin to establish this committee and present a long-term plan to the boards.

### **Establish an Affordable Housing Trust**

Much of the groundwork for this has already been laid out. At the next Town Meeting I will present an article that will establish the trust and spell out the roles, responsibilities, and powers of the trust. Money from CPA has already been set aside to begin the funding of the trust. My recommendation for the initial task will be to hire a consultant to assist with a development plan for the Center School Building. I recommend a plan that will offer a mix of affordable senior housing as well as market rate housing. The intention will be to develop an RFP that will essentially spell out development guidelines and the project will be competitively bid.

### **Implementation of the MRI Study**

I would like to applaud the Town of Abington for being ahead of the curve and for being proactive in looking at how we manage our law enforcement department. Currently governmental agencies across the country are just beginning to look and review how they are managing their agencies. The MRI study showed that the Abington Police Department is a fully accredited department that is doing a lot of good things including having a well-established community policing program. The report identifies approximately 50 recommendations that will have to be reviewed. Once reviewed we must then decide which recommendations make sense for this community. I am looking forward to working with the Chief and Deputy Chief as we introduce and implement the accepted recommendations.

### **Fire Station Site Selection and Funding**

The building conditions at Fire Headquarters are deteriorating. The feasibility study offers a couple of possible solutions and locations. I hope to assist the committee in selecting a site and selecting a building that will meet their needs now and well into the foreseeable future. This is a very large ticket expense, but a very necessary expense. The town has a duty to protect our public safety workers. Additionally, the town must protect the millions of dollars' worth of equipment that is needed for the fire department to fulfill their mission. The current facilities cannot adequately fulfill these two essential functions.

### **Community Outreach and Public Relations**

The primary function of a municipality is to meet the daily needs of the residents by effectively and efficiently managing the day-to-day activities of the town. To this end it is my responsibility as the Town Manager to engage myself with the community and to ensure that we are responding to the needs of the community. It is also imperative that that we are accessible to the community. Unfortunately, due to current circumstances it has been difficult to fulfill that responsibility. In an effort to introduce myself and the professionals that work hard on a day to day basis to fulfill the towns mission statement I have teamed up with Abington Cable to record a cable segment known as The Town Managers Corner. Segments will be recorded every two to three weeks. Each segment will cover a topical item, introduce a department head, and discuss issues that may be affecting a town department or service.

Hopefully, soon the Council on Aging and the Library will be fully operational again. When that time comes, I will schedule informal coffee hours to meet with groups and individuals.