

## **Town of Dudley**

Board of Selectmen, Highway and Cemetery Commissioners

Monday, February 5, 2024

Dudley Municipal Complex

71 West Main Street, Dudley, MA 01571

Room 321A

**Approved 2/26/24**

**Some matters have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.**

**1. Open Public Meeting, Call to Order, Pledge of Allegiance:**

The Honorable Kerry Cyganiewicz opened the meeting at 6:36pm. In attendance were the Honorable John Marsi, Honorable Jason Johnson, Honorable Steven Sullivan and Honorable Mark Landry. Also present were Jonathan Ruda, Town Administrator and Michelle Jervis, Assistant Town Administrator. FAA members in attendance were Michael Mayotte, Joan Gardecki, Jon Currey, Ann Gaudreau and Jana Deschenes. Chairman stated that this meeting is being recorded. Without objection, the Chair of the BOS will facilitate Item 6 on the agenda, with the understanding that the FAA Chair will chair the FAA Committee concurrently including any allowable discussions, questions, business or motions request or required under Item 6.

**2. Approval of Minutes – John Marsi motioned to approve the minutes of 1/22/24. Steven Sullivan seconded. Unanimous 5-0.**

**3. Appointments: Capital Improvement Planning Committee – Steven Sullivan motioned to appoint Douglas Macedo as a member with a term to expire June 30, 2027. Jason Johnson seconded. Unanimous 5-0.**

**4. Resignations: Council on Aging – Steven Sullivan motioned, with regret, the resignation of Cheryl Leyden to the COA effective January 22, 2024. Mark Landry seconded. Unanimous 5-0.**  
COA is in need of two volunteers. We will post this on our website and social media.

**5. Citizens Comments: Mary Sansoucy of Ramshorn Road asked about the preliminary plan discussed at our previous meeting on the intersection of Airport Road/Tanyard Rd and Dudley Hill Rd. Mr. Ruda stated that Tanyard Road will not be altered, and the plan is being updated. Information will be posted later.**

**6. Public Hearings: Pole Hearing #1- National Grid-Plan No. 30860564-Sawmill Rd – National Grid to install beginning at a point approximately 30 feet northeast of the centerline of the intersection of Sophies Way and Sawmill Road and continuing approximately 20 feet in the northeast director. Trench from Northeast corner of new road Sophies Way along Sawmill Road. In a northwest direction (following existing pole line) to relocated Pole #25 in the public way. Install (2) 4” conduits and (1) set of 1-phase primary conductors in (1) conduits with the other conduit to be a spare. Conduit to be encased to National Grid specifications and then covered with earth in the public way to bring power from Pole #25 to be built homes on Sophies Way. The public hearing opened at 6:43pm. Carey Foster of National Grid engineering department came before the Board. He stated that they will be relocating Pole 1 25 feet away for the new development, Sophie’s Way. Also two new conduits for power to the subdivision. The public hearing closed at 6:46pm. Steven Sullivan motioned to approve the applicant’s request. John Marsi seconded. Unanimous 5-0.**

Pole Hearing #2 – Joint Pole Hearing – National Grid and Verizon NE – National Grid to install 2 JO poles on Sawmill Road and relocated 1 JO pole on Sawmill Road beginning at a point approximately 50’ northeast of the centerline of the intersection of Sophies Way and Sawmill Road and continuing approximately 100 feet in the southwest direction. Install 2 new pole (P-1-1) at northeast corner of Sawmill Road and Lawrence Road and (P-#25-50) on Sawmill Road. Relocate 1 existing pole (P#25) approximately 30 feet in a northeast direction to make way for Sophies Way. The public hearing opened at 6:47pm. Mr. Foster provided the Board with the engineering schedule for the new poles. The public hearing closed at 6:49pm Both of these hearings are to provide power to the new subdivision, Sophies’ Way. **John Marsi motioned to approve the applicant’s request and plan. Mark Landry seconded. Unanimous 5-0.**

**Public Hearing – Polish National Alliance of Dudley, Inc. d/b/a PNA** located at 214 West Main Street, Dudley, MA. The public hearing opened at 6:50pm. This hearing is to add three new Officers/Directors to the PNA. In attendance were the new officers Kurt Zmyslowski of 12 Francis Drive, Wayne Rozenas of 62 Baker Pond Rd. and Michael Harney of 10 Dudley Hill Rd. They all stated they thanked the board and wish to benefit the community. The public hearing closed at 6:52pm. **Steven Sullivan motioned to approve the Change of Officers and Directors to the PNA. John Marsi seconded. Unanimous 5-0.**

**Public Business:**

- a. **Board to Vote on Conditional Offer of Employment** – Mr. Dylan Reney as a new officer for the Dudley Police Department – Chief Karlowicz stated that he would like to offer the open patrolman's position to Mr. Reney after a successful completion of the application. He has already gone through the academy. Mr. Reney stated that he is currently an officer at Dean College and prior to that position an officer in Bolton. **John Marsi motioned to approve the Conditional Offer of Employment to Mr. Dylan Reney provided there are no issues. Mark Landry seconded. Unanimous 5-0.** Mr. Reney thanked the Board for the opportunity to serve.
- b. **Police Department** – Remove from probationary period of Sgt. Chandler Boyd and Sgt. Keith Remillard effective February 9, 2024. Jason Johnson motioned by the recommendation of the Police Chief to remove Sgt. Boyd and Sgt. Remillard from probational as Sergeants for the Dudley Police Department. Steven Sullivan seconded. Unanimous 5-0.
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- d. **Flag Protocol Policy** – Mr. Ruda stated that with this policy there will be no political agendas. The only flags that can be flown on town property would be the US Flag, POW Flag, State flag and town flag. **Mark Landry motioned to adopt the Flag Protocol Policy. John Marsi seconded. Unanimous 5-0.**

**Joint meeting with the FAA and BOS**

Michael Mayotte called the FAA to order at 7:05pm. Kerry Cyganiewicz read to upcoming meetings: Thursday, 2/8/24 @ 6:30pm; joint meeting with DCRSD and Charlton BOS on 2/14/24 @ 7pm at Shepherd Hill, Joint meeting on 2/26/24, CIP meeting on Monday, 3/11/24 at 6pm and CIP meeting on Monday 3/25/24 at 6:30pm to hear department requests and following by a FAA meeting to vote on the FY25 proposed budget at 7pm. Michael Mayotte requested to move the 2/26/24 joint meeting to Thursday, 2/29/24. All agreed. Finally, we will have the BOS to vote on the FY25 budget and articles for the town meeting on May 20, 2024 at the meeting scheduled for April 1, 2024.

Tonight departments: Fire, Police, Highway, Treas/Collector, COA, Town Clerk and Planning –

**Fire Department** – Chief Kochanowski stated that he has level funded his budget for FY25. He decreased his line item for gas/diesel \$2,000 and any increases will be contractual. His budget has a 2.46% increase and he has no capital requests this upcoming year.

**Police Department** – Chief Karlowicz stated that there are step increases, also increases in vacation buyback, holidays and Quinn bill (educational incentive) too. The ACO is level funded and his budget has been moved to municipal expenses. The Chief is requesting to hire a social worker and would like to have the citizen's support. Also there is a increase to add one more officer for photos and prints. There are a lot of things going in town latterly and the officers are put on overtime to cover many issues. This position is very important for his department. There are many issues that need follow-ups, overdoses, domestics and cold cases need to be solved. The recent missing person case took 40 hours of the officers times this week and a detective is also needed. This FY25 budget has an increase of 3.90%.

**Highway Department** – With the outgoing Highway Superintendent the Foreman, MJ Gatske is handing much of the day to day operations. The only discussion is to elevating one of the highway and truck drive position to a heavy equipment operator. You need additional skills and it is up to the union since we need to negotiate a new contract by June 30<sup>th</sup>. Snow removal was level funded and keeping the budget tight since the Highway did not receive any override funds. Jana Deschenes asked why the salaries were less than last year. Mr. Ruda stated that we have a few new employees in the department and their pay rate was lower. There is a significant increase in the tree removal account since we have many old trees in town that need attention. The Highway budget has an increase of 2.49%.

Mr. Ruda stated that the dam inspections and MS-4 (stormwater management) will be under municipal budget, which will be discussed at our next meeting.

**Recycling Center** is level funded with 0% increase. In the next six months we plan on having a conversation with Pratt.

**Town Clerk** – Lori Smith, Town Clerk, came before the Board. She stated that her budget fluctuates and varies year to year. Since there are so many elections with year, primaries and presidential line items have increased. She will be putting an increase in her salary as part of the budget or a warrant article in the fall. She explained the need for increases regarding voting machines, clickers (Turning Point) at the town meetings, record preservation, and poll pad maintenance. Her FY25 budget increased 10.03%.

**Planning Department** – Bill Scanlan, Town Planner came before the Board with a 0% increase. It is a simple budget. He is a consultant with 15 hours/week. His expenses and engineering costs are paid by the applicant. He does encourage the planning board members to attend workshops and the cost will come from his expenses. He would like funds for them to attend. Also CMRPC dues come out of his budget but they are level funded.

**Council on Aging** – This department is grant supported, 0% increase in FY25 budget.

**Treasurer/Collector** - Richard Carmignani, Jr. came before the Board. His salary increase will be included in the budget or a warrant article in the fall. Also he put included the part time clerk in his budget. Software upgrades have increased (VADAR) with more users on it. Like everything else expenses have increased such as maturing debt, restored unemployment self-insurance trust, and group insurance. We are hiring new people, and he has no idea if they will want health insurance until onboarded. MIIA insurance had a zero increase, but he expects an increase soon. He needs to do borrowings for public safety, fire truck and water filtration. Mark Landry asked about the Harper's Payroll Cloud, which was not funded. Mr. Carmignani stated that maintaining that database will not be a time savings, maybe a cost savings. Mr. Landry asked about the other modules that the town is paying for with the new accounting software such as cash books, scanning of codes on the bills and reconciliation. Regarding VADAR accounting software, Mr. Sullivan asked if we are using all the modules and "if we are getting a bang for our buck". He stated that the Town Accountant, who is on an island by herself, also needs help. Mr. Carmignani stated that he will speak with the representative from VADA and will follow up. Mr. Ruda stated that there was an accounting software change this year but we still need to pay for support of the old software, BMSI. Robin Watson of Dresser Hill Rd. asked about the Dudey Middle School Roof project. With the vote both town's approved the repairs and Dudley will be charged for one amount. We may debt exclude this payment or take out of stabilization but will not be included in the Treas/Collector budget. The Treasurer/Collector FY 25 increase is 14.96%.

**FAA Reserve** – Michael Mayotte stated that \$20,000 would be a good number for now and we can revisit it through the budget process. **Joan Gardecki motioned to adjourn the FAA meeting at 8:19pm. There was a recess with Board of Selectmen resuming at 8:31pm.**

**Departmental Communication** – Chief Karlowicz stated that we had a missing juvenile this week and it was a lot of work. He had 4-5 officers working all week on this. She has been returned to her family. The police raided a house on Oxford Ave and found several grams of fentanyl as well as cocaine. Finally, the robbery at Dollar General a few weeks ago has been solved and the violator was caught.

**Treas/Collector** – Mr. Carmignani is still asking for a part time person for his office. He needs coverage and wants someone so all can catch up on their work and not have to take work home.

Tabled from 1/22/24-Request from Treasurer/Collector to hire additional staff and director to the Town Administrator. Steven Sullivan stated that he is not sure what we are looking for in hours for the position. He will vote again if there are other issues. He wants days/hours. **Jason Johnson motioned to request funding and hire a part time position in the Treas/Collector office and the Town Accountant's office with a period ending this fiscal year for no more than 12 hours per week, splitting the hours equally. John Marsi motioned for discussion. All agreed could be a floater position. Unanimous 5-0.** This will be revisited for next budget season. Jason Johnson stated that we are throwing solutions that we have not defined and need to solve.

Regarding DOR/DLS Financial Review – **Steven Sullivan motioned to direct the Town Administrator to notify the Massachusetts Department of Revenue, Division of Local Service of the Board of Selectmen's request to complete a Financial Management Review of the Town of Dudley at it s earliest convenience, and that the review should include, but not limited to a focus on the town's financial offices, any material deficiencies that**

**may exist in those offices and practices, procedures and policies that guide municipal decisions. Mark Landry seconded. Unanimous 5-0.**

**Board Members Communication:**

Steven Sullivan reminded everyone about the election tomorrow for the State Legislator. Only Unenrolled and Republicans can vote for the two candidates. Exercise your right to vote.

**Adjournment:**

**John Marsi motioned to adjourn at 9:05pm. Steven Sullivan seconded. Unanimous 5-0.**

Respectfully submitted,  
Michelle Jervis  
Assistant Town Administrator

cc: Documents physically identified, discussed or considered by the Board:  
Budget requests for Fire, Police Highway, Recycling, Planning, Town Clerk, Treas/Coll., COA, and FAA  
Flag Protocol Policy  
Pole Hearing documents  
ABCC PNA documents  
Draft minutes of 1/22/24

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Assistant Town Administrator

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