

**BOARD OF SELECTMEN MEETING MINUTES
DONALDSON ROOM
Monday, January 11, 2015 7:30 P.M.**

PRESENT: Noah Eckhouse (Chair), Peter Braun, Renel Fredriksen

STAFF: Timothy Higgins, Town Administrator, Peggy Elder, Administrative Assistant

WELCOME & INTRODUCTIONS:

Mr. Eckhouse opened the meeting and reviewed the agenda.

ANNOUNCEMENTS:

- Mr. Eckhouse announced the Special Town Meeting to be held on February 23, 2016 at 7:00 PM at Brooks Auditorium.

APPOINTMENTS:

- New Planning & Land Use Director – Mr. Higgins asked Jennifer Burney to join the meeting. He reviewed the hiring process that ended with the search committee's recommendation of Ms. Burney for appointment to the position. Ms. Burney thanked everyone for the introduction and said she looked forward to starting on January 25th. Ms. Fredriksen added that the feedback from staff was very positive. Mr. Braun said that he looked forward to working with her. Mr. Eckhouse echoed the others' comments and welcomed her to the Town.

OPEN FORUM:

- None

TOWN ADMINISTRATOR'S REPORT:

- FY17 Budget Plan – Mr. Higgins reported that the base budget and preferred budget items have now been reviewed several times, including comments from the Finance Committee.

Preferred Budget Recommendations:

- Reduce DPW Operating Budget by \$25,000 – The Base Budget includes \$50,000 for the cost of disposing of winter sand and salt debris that is collected each spring and stored behind the DPW until a disposal contract is awarded. Last year Superintendent Bibbo was able to find a vendor that was willing to dispose of the material that had been collected over a two-year period for the contract price of just under \$50,000. The yard is currently empty. It appears reasonable to expect that only \$25,000 would be needed to dispose of one year of debris, which would make \$25,000 available for another purpose. Mr. Higgins recommended this reduction, and based on preliminary discussion with the

Finance Committee, believes that they would support accessing the Reserve Fund if the debris-disposal need exceeds \$25,000.

- Increase the Police Personnel Budget by \$22,000 – The above reduction in the DPW Base Budget would create room within our overall Base Budget for the Chief’s proposal to create a 4th Sergeant position through promotion of an existing Patrol Officer.

- Reduction of State Communications Grant Funds - Reductions in state grant funds to meet dispatch training and overtime requirements are anticipated. Based on early signals from the Commonwealth, Chief Kennedy anticipates a funding formula change that will favor dispatch centers with higher call volumes and a reduction of \$22,000 during FY’17. Mr. Higgins recommended that the Base Budget be reduced by this amount, and, based on preliminary discussion with the Finance Committee, believes that they would support accessing the Reserve Fund to replace these funds as the reduction and unmet need becomes more apparent.

- Planning Board Request For \$48,000 – Mr. Higgins continued to recommend that the Board request this funding in excess of the Base Budget to enable restructuring of the responsibilities of the Planning Board Assistant from part-time to full-time and an increase in job scope and responsibilities. The \$48,000 is a place holder and the amount will be refined after the new Planning and Land Use Director has had the opportunity to assess her staffing needs, following which the Personnel Board will assign a new Grade and salary for the full-time Planning Board Assistant position.

Mr. Higgins said that if the Board is comfortable, the above recommendations would be presented to the Finance Committee.

- Annual Report – Mr. Higgins reported that the Selectmen’s section is due February 1, 2016. He had circulated a draft that was to serve as an outline to start from. The Board was comfortable with their sections of the report.

- Landfill Solar- Mr. Higgins reported that Mr. Eckhouse volunteered to be the Selectmen’s liaison to the steering committee that has been formed to explore the option of installing solar panels at the landfill. He continued that the committee planned on holding their first meeting later in the week.

- Blazes Liquor License – Mr. Higgins reported that there is good news on their liquor license petition. Thanks to Rep. Stanley and his office, the Town’s petition is making its way through the legislative process. By the time of the Annual Town Election, it will be ready to be presented to the voters.

DISCUSSION:

- Campus Master Planning Committee – Ms. Fredriksen reported that there is no new news to report since the Committee has asked for a 30 day deadline extension.

- Minuteman Regional High School – Mr. Higgins reported that at the last meeting The Board voted to call a Special Town Meeting on February 23rd. The warrant for the Special Town Meeting will include: 1) the proposed Regional Agreement Amendments, and 2) the withdrawal option. Mr. Braun reported that he had drafted an FAQ document and recommended that it be reviewed and discussed by the VEOWG rather than as a Selectmen’s Newsletter. The Board concurred.

There were two follow up questions, with actions taken as follows:

- Vote to approve the Charge to the Vocational Education Options Working Group (VEOWG). Mr. Braun moved to approve the Charge to the Vocational Education Options Working Group as presented. Ms. Fredriksen seconded. It was unanimously approved.
- Vote to approve a Letter to the Editor announcing the formation of the VEOWG. Ms. Fredriksen moved to authorize the letter to the editor announcing the VEOWG as presented. Mr. Braun seconded. It was unanimously approved.
- Liaison Reports -
 - Roadway & Traffic Committee – Mr. Eckhouse reported that the Committee met on Friday. Certain areas of roadside paths will be repaved/renewed this Spring. He then spoke about RTC concerns regarding safety issues caused by landscaping trucks that are parking in the road/roadside path which causes traffic issues as well as blocking or damaging the paths, etc. He asked for the Board’s support in sending a letter to local landscaping companies discouraging from parking on public ways. The Board was supportive.
 - HATS – Mr. Braun reported that Lt. Governor Karen Polito is coming to the 2/25/16 HATS meeting. He believed she would be speaking about the municipal modernization act. Mr. Braun extended an invitation to the other Selectmen to come to that meeting.

ACTION ITEMS:

- Vote to Open the Warrant – Ms. Fredriksen moved that the Board vote to open the warrant for the 3/19/16 Annual Town Meeting. Mr. Braun seconded. It was unanimously approved.
- Public Safety Appointment – Mr. Braun moved to appoint Joseph Pellegrini as 911 Dispatcher. Ms. Fredriksen seconded. It was unanimously approved.
- Police Department Appointments – Ms. Fredriksen moved to appoint Jonathan Marcel and Paul Arnold to the position of Special Police Officer. Mr. Braun seconded. It was unanimously approved.
- DPW Appointment – Mr. Braun moved to appoint Brian Kerrigan to the position of DPW Mechanic. Ms. Fredriksen seconded. It was unanimously approved.

CORRESPONDENCE:

- DHCD – Confirmation of approval of the McCart rental housing project on Lewis Street has been received.
- MBTA Advisory Board – Copy of our 12/29/15 letter confirming the Board’s appointment of Andrew Glass. Andrew is planning to attend the Advisory Board’s January meeting.

MEETING MINUTES:

A motion was made by Ms. Fredriksen to adjourn. Mr. Braun seconded the motion. It was unanimously approved. The Meeting adjourned at 8:30 PM.

Submitted by Peggy Elder
Approved January 25, 2016