

**MINUTES**  
**SHARON BOARD OF SELECTMEN**  
*August 21, 2018*

The meeting of the Sharon Board of Selectmen was called to order at 7:00pm in the Town Hearing Room at the Sharon Community Center with Chairman William A. Heitin, Clerk Walter B. Roach, Jr., Selectwoman Emily E. Smith-Lee, Town Administrator Frederic E. Turkington, Jr. and Assistant to the Town Administrator Lauren Barnes. The meeting commenced with the recitation of the Pledge of Allegiance.

**FY2020 and 2019 Annual Town Meeting Schedule**

Chairman Heitin thanked Mr. Turkington for preparing the comprehensive calendar, and Mr. Turkington noted that among the dates and deadlines are key dates for various boards to deliberate and meeting on FY2020 matters. He included backup dates for boards like Capital Outlay so there is wiggle room based on members' schedules. This draft schedules till be finalized in the next few weeks should the Board note any conflicts with their personal schedules. Selectwoman Smith-Lee asked about the October 4 deadline for capital project requests. Mr. Turkington explained that the deadline is for department heads to submit to him and for the school department, to Dr. Greer. Mr. Turkington provides to the Board a list of prioritized capital projects requests and Chairman Heitin added that during the department budget reviews with the Board, they review their capital requests and provide a status update on their existing projects.

**Police Sergeant and Lieutenant Recommendations**

Chairman Heitin explained that due to the appointments of Chief and Deputy Chief, there are several opportunities for promotions. Mr. Turkington provided background on the interview process and noted that all five sergeants applied for the two open lieutenant positions, and four officers applied for the two sergeant positions. Deputy Chief Donald Brewer appeared before the Board and added that they developed a scoring matrix that worked well and commented that all of the candidates were good and difficult decisions we made, and that his proud of each and every one of them. Their goal is to prepare the next set of leaders in the department. Chairman Heitin stated that the recommendations from Chief Ford for the two sergeant and two lieutenant openings are as follows:

Sergeant - Detective Scott Leonard and Officer Adam Leavitt  
Lieutenant - Sergeant Steven Coffey and Sergeant Jeffrey Penders

Mr. Turkington advised the Board that the promotional ceremony for these positions, as well as the Deputy Chief, will take place on Wednesday, September 5 at 7:00pm at the Community Center.

**MOTION:** To approve the Chief's recommendation of Scott Leonard and Adam Leavitt as sergeants and Steven Coffey and Jeffrey Penders as lieutentants  
(Heitin - Roach) 3-0 **PASSES**

**Consent Calendar**

- I. Vote to approve regular & executive session minutes of July 31, 2018
- II. Vote to approve the Notice of Award to K&K Excavation Co., Inc. for the Sharon Heights Neighborhood Water Main Replacement - Phase 1, Contract 2019-01 in the amount of \$501,211
- III. Vote to approve the following banner requests:
  - a. Council on Aging Lakeside Gallery Exhibit - September 10-17, 2018 in first position (waive fee)
  - b. Girl Scouts - September 3-10, 2018 in first position

- c. Cub Scouts, Pack 95 – August 27-September 4, 2018 in first position
  - d. Sharon Soccer Association – August 27-September 4, 2018 in second position
  - e. Sharon Youth Lacrosse – October 22-28, 2018, 2nd position and November 26-December 2, 2018
- IV. Vote to approve the memorial bench & plaque request from Lynn Sharma and placement on Wolomolopoag Street near the fields

**MOTION:** To approve the August 21, 2018 consent calendar  
(Roach – Smith- Lee) 3-0 **PASSES**

**SUPPLEMENTAL AGENDA**

**MOTION:** To authorize the Town Administrator to sign an agreement with Lan-Tel Communications, Inc. in the amount of \$79,005.46 plus shipping, sales tax and permit fees to be taken from the Railroad Parking Revolving Fund for the installation of a high definition surveillance system for the Sharon Commuter Rail Station.  
(Heitin – Smith-Lee) 3-0 **PASSES**

**Town Administrator’s Report**

The Town Administrator reported the following:

- He echoes the Deputy Chief’s sentiments about all of the candidates, and noted that the department is working on schedule changes now.
- At this year’s Annual Town Meeting, CPC funds were allocated to catalog and purge files in the Town Hall basement. The project is going very well, and the file system will be transferred into the new building. Far fewer files will be need to be brought over.
- Notified the Board that Jen will be leaving the office soon to stay home with her children. We are currently advertising for her replacement and she will be staying on part time through September 14.
- With respect to the Sharon Gallery project, a MassWorks Infrastructure Grant was applied for and they are working with the state on an accelerated review for offsite permitting. There is a meeting at MEPA headquarters on September 5 that he and likely Town Engineer Peter O’Cain will attend.
- He noted the passing of Alice Cheyer, an active member of the community.
- The Board’s next meeting will take place on Thursday, September 13, in order to avoid conflicts with Rosh Hashanah and Yom Kippur.

Selectman Roach commented that the bogs on South Main Street need to redone in the font and believes that the contract expired with the person maintaining them. He wonders who is going to pay to get them back up and running. Mr. Turkington will speak with Conservation Administrator Greg Meister.

**Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting**

None

## Adjournment

**MOTION:** To adjourn at 7:22pm  
(Heitin - Roach) 3-0 **PASSES**

### List of Documents

- Proposed schedule for FY2020 budget and 2019 Annual Town Meeting
- Police Chief John Ford:
  - Promotional recommendations for Sergeant & Lieutenant memo
  - Sharon Police Department Promotion Process
  - Resumes
- July 31, 2018 Board of Selectmen regular and executive session minutes
- Peter O'Cain, Town Engineer:
  - Memo - Notice of Award to K&K Excavation Co. for water main bid
  - Environmental Partners - Recommendation to award
- Banner Requests Forms: COA Lakeside Gallery Exhibit, Sharon Girls Scouts, Sharon Cub Scouts, Sharon Soccer Association, Sharon Youth Lacrosse
- Lynn Sharma – Request for memorial bench & plaque on Wolomolopoag Street
- Miscellaneous Correspondence