

MINUTES
SHARON BOARD OF SELECTMEN
November 14, 2017

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 John J. McGrath, Clerk William A. Heitin, Selectman Walter B. Roach, 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.

Chairman McGrath congratulated all of those involved for their hard work on the Sharon Gallery matter.

Board & Committee Interviews: Recreation Advisory Committee and Cultural Council

Rohit Desai appeared before the Board.

Chairman McGrath asked Mr. Desai to tell the Board a little about himself and why he wants to serve on the Recreation Advisory Committee.

Mr. Desai has been a resident just under two years and wants to get involved more with the community. His professional background is as a technology consultant but is presently a stay-at-home parent. He is an avid runner and organizes group runs in Sharon. He has been a coach for Sharon Youth Soccer as well. He has had a chance to participate in some of the Recreation Department's offerings and has participated in men's basketball in the past. He has strong ties with the younger families in town, and he thinks that could be helpful.

Selectman Roach asked Mr. Desai has attended any of the Recreation Advisory Committee meetings. Mr. Desai replied that he has not, but attends the Town Meetings and also some of the School Committee meetings. Selectman Roach went on to ask if he was not appointed to this committee, would there be any others he would be interested in. Mr. Desai replied that he wants to get involved and would be interested in serving on another board.

The Board thanked Mr. Desai for coming in and noted that the Board does not typically appoint the night of the interview.

Chris Flieger appeared before the Board.

Chairman McGrath asked Mr. Flieger to tell the Board a little about himself and why he wants to serve on the Cultural Council. He has lived in Sharon for the past three years, and began as a high school history teacher, and is now an elementary school principal in Canton. He wants to get more involved in the town.

Selectman Roach asked if Mr. Flieger has attended any of the Cultural Council meetings; he has not. Mr. Flieger noted that he has researched the Council and its funding from the state.

The Board thanked Mr. Flieger for coming in and noted that the Board does not typically appoint the night of the interview.

Tax Classification Public Hearing

Administrative Assessor Mark Mazur was present for the public hearing.

MOTION: To open the public hearing at 7:13pm
(Heitin - Roach) 3-0 **PASSES**

Mr. Mazur reviewed the materials/data he provided to the Board, which supports the recommendations of the Board of Assessors.

The Board of Assessors is recommending that the Board of Selectmen select a residential factor of "one" (the uniform tax rate) for fiscal year 2018. This would result in each property class maintaining 100% of its full value tax share.

The Board of Assessors recommends that the Board of Selectmen choose not to adopt a residential exemption for fiscal year 2018. This would result in each residential property maintaining 100% of its full value tax share.

The Board of Assessors further recommends that the Board of Selectmen choose to not adopt a small commercial exemption for fiscal year 2018. This would result in each commercial property maintaining 100% of its full value tax share.

MOTION: To close the public hearing at 7:21pm
(Heitin - Roach) 3-0 **PASSES**

MOTION: To select a residential factor of "one" for fiscal year 2018
(Heitin - Roach) 3-0 **PASSES**

MOTION: To not adopt a residential exemption for fiscal year 2018
(Heitin - Roach) 3-0 **PASSES**

MOTION: To not adopt a small commercial exemption for fiscal year 2018
(Heitin - Roach) 3-0 **PASSES**

The Board thanked Mr. Mazur for his time.

Board/Committee Reappointments

Board and Committee Reappointments
New Term: December 31, 2017 through December 31, 2020
(Except where noted)

Board/Committee	First	Last	Membership Type	New Term		Notes
Board of Health	Edward	Welch	Regular	2017	2020	
Commission on Disabilities	Geila	Aronson	Regular	2017	2020	
Conservation Commission	Margaret	Arguimbau	Regular	2017	2020	
Conservation Commission	Keevin	Geller	Regular	2017	2020	
Conservation Commission	Alan	Westman	Regular	2017	2020	
Constable	Robert	McGrath		2017	2020	

Constable	Daniel	Sirkin		2017	2020	
Constable	Tilden	Kaufman		2017	2020	
Constable	Leonard	Segal		2017	2020	
Constable	Neil	McGrath		2017	2020	
Council on Aging Board	Sui-wen	Yang	Regular	2017	2020	
Council on Aging Board	Elliot	Feldman	Regular	2017	2020	
Council on Aging Board	Ralph	Generazzo	Regular	2017	2020	
Council on Aging Board	Richard	Gorden	Regular	2017	2020	
Council on Aging Board	Mindy	Kempner	Regular	2017	2018	To balance staggering
Council on Aging Board	Doris Ann	Gladstone	Alternate	2017	2020	
Council on Aging Board	Ruth	Palan Lopez	Alternate	2017	2019	To balance staggering
Historical Commission	David	Martin	Regular	2017	2020	
Historical Commission	James	Grasfield	Regular	2017	2020	
Historical Commission	Michaela	Hutchins Jergensen	Alternate	2017	2020	
Historical Commission	Robert	Hutton	Alternate	2017	2019	To balance staggering
Registrar of Voters	Marlene	Chused	Regular	2017	2020	
Registrar of Voters	Jane	Desberg	Regular	2017	2020	
Sharon Cable & Telecommunications Oversight Committee	Charles	Levine	Regular	2017	2020	
Sharon Cable & Telecommunications Oversight Committee	Richard	Caproni	Regular	2017	2020	
Water Management Advisory Committee	Lealdon	Langley	Regular	2017	2020	
Zoning Board of Appeals	Abhijit (Abe)	Brahmachari	Regular	2017	2020	
Zoning Board of Appeals	Joseph	Garber	Alternate	2017	2020	

MOTION: To appoint the board/committee members for three year terms, with the exception of Constable Robert McGrath and Constable Neil McGrath
(Heitin - Roach) 3-0 **PASSES**

MOTION: To appoint Robert McGrath as Constable
(Heitin - Roach) 2-0-1 **PASSES** (Chairman McGrath abstaining)

MOTION: To appoint Neil McGrath as Constable
(Heitin - Roach) 2-0-1 **PASSES** (Chairman McGrath abstaining)

**One-Year Appointments/Reappointments
New Term through December 31, 2018**

Member	Appointed As:
Diane Malcolmson	Animal Control Officer
Edwin S. Little	Animal Inspector
David Skulsky	Auxiliary Police
Joseph X. Kent	Building Inspector
Paul Linehan, Chair	Capital Outlay Committee
Leah Stella	Crossing Guard

Sheila Kahaly	Crossing Guard
Simone Rudinsky	Crossing Guard
Andrea Sullivan	Crossing Guard
Irene Hixson	Crossing Guard
Valeriy Tsinman	Crossing Guard
Julianne Vachon	Crossing Guard
Mario Raynor	Crossing Guard
Michael Polimer	Director of Civil Defense
Edward Welch	Fence Viewer
Krishan Gupta	Finance Director
Edwin S. Little	Norfolk County Advisory Board Representative
Lisa Clark	Parking Officer
Michael Teixeira	Parking Clerk
Elizabeth Curley	Parking Clerk
Joseph Jacobs	Plumbing & Gas Inspector
Mark P. Coyne	Sealer of Weights and Measures
Sean Somers	Special Police
Gale Simpson	Special Police
Kelly Troy	Special Police
Neil McGrath	Special Police
Phil McEnany	Special Police
Jenna Shulsk	Special Police
John Quigley	Special Police
Kris Demeris	Special Police
Richard Gelerman	Town Counsel
Paul Bergeron	Veterans Agent
James B. Delaney	Wiring Inspector

MOTION: To appoint the one-year appointments as presented, with the exception of Special Police Officer Neil McGrath
(Heitin - Roach) 3-0 **PASSES**

MOTION: To appoint Neil McGrath as Special Police Officer
(Heitin - Roach) 2-0-1 **PASSES** (*Chairman McGrath abstaining*)

2016-2017 Objectives & Priorities Review & Approval of 2017-2018 Objectives & Priorities

At a meeting on November 3, 2016, the Board of Selectmen approved the following mission statement and set of policy goals and objectives for Town government through the fall of 2017. The Town Administrator is charged with planning, developing and organizing strategies with department directors and town employees and with facilitating and coordinating efforts of citizen committee members to achieve these objectives and priorities.

Mission Statement:

The mission of the Town of Sharon is to deliver the highest quality municipal services in a fiscally responsible and an operationally responsive manner to the citizens that it serves. The Town Administrator will maximize the potential for Sharon’s volunteer boards and commissions and professional staff to respond effectively to community and individual citizen needs through the use of long-term strategic planning and enhanced communications with residents.

Fiscal Priorities and Strategies:

Develop responsible and responsive operating and capital budgets that seek to balance the demand for services against the variety of financial circumstances experienced by Sharon citizens and businesses. Manage Sharon's finances to mitigate dependence on property taxes by enhancing revenue from other sources. Seize opportunities to reduce long-term costs in delivery of town government services and operations.

- Conduct thorough review of operating and capital budgets, reviewing opportunities to reduce costs through restructuring and reorganizing operations. Make recommendations for savings without compromising quality of services and identify areas that should be considered for service enhancements.
- Continue to explore opportunities to share services and create efficiencies with the School Department for payroll, accounts payable and receivable, facilities management and information technology with goal of reducing cost and improving efficiency and quality of service delivery.
- Initiate discussions with comparable communities on opportunities for potential collaboration on service delivery, operations, contracted services and equipment purchases in functional areas.
- Continue to explore alternative revenue sources and report to Board of Selectmen with recommendations.
- Complete negotiations for successor collective bargaining agreements within policy and finance goals established by Board of Selectmen.

Made significant changes in operating budget – shifted employee benefit costs to revolving and enterprise funds; continued to shift resources and staff as opportunities arose through attrition; strengthened commitment to professional development and training; boosted funded to support supervisory and leadership in public safety departments; consolidate municipal and residential solid waste collection contracts; pursued alternative revenue from solar farm and HCA with medical marijuana facility.

Improve citizen understanding of fiscal condition.

- Provide additional reporting on revenue and expenditure forecasting and review it at least quarterly with Board of Selectmen and Finance Committee.
- Improve information provided by departments and committees in support of capital projects requests and in explanation of expenditures in the annual operating budget.
- Make use of peer town comparative data and VisGov online budget tool purchased by Finance Committee to increase citizen understanding of fiscal indicators, budget documents, and Town finances.

Provide quarterly expenditure and revenue reports to Finance Committee; VisGov platform uploaded, comparable town data in progress with go live set for January 2018.

Review, and modify as appropriate, financial policies relative to undesignated fund balance, enterprise fund reserves, stabilization and capital funds, debt, overlay reserves, self-funded activities (health insurance), cash investments, and certified free cash.

- Consider increasing reserves through specific appropriations and/or active management.
- Develop an effective funding strategy to address future OPEB liabilities, including changing the balance of employer/employee contributions, reducing liabilities through plan design, and enhancing investment return through creation of an OPEB trust.
- Monitor claims experience and follow market trends in order to make prudent recommendations to reduce costs for employee and retiree health insurance plans through permissible changes in plan design and changes in contribution levels.

Implemented cash management, OPEB investment policies; led strategic financial planning effort for HS schematic and Town Hall funding; managed stop-loss coverage and claims to stabilize increase required for health insurance trust.

Organizational Objectives:

Review service delivery models and develop strategies to improve operations.

- Evaluate changes to management and supervisory structure in Police Department following promotions of deputy chief, lieutenants and sergeants. Implement changes in rank as approved by Selectmen. Assure training and development opportunities for police leadership team include FBI leadership programs, regional training, and explore internal officer-in-charge program. Explore opportunities for joint training with Fire/EMS department in new facility.
- Complete restructuring of information technology delivery to assure integration with public safety (including transition to new Public Safety facility in spring/summer 2017) and implement integrated software for inspectional and permitting services.
- Support training and development of personnel in Treasurer/Collector function; identify succession plan; improve knowledge of investment options.
- Work with Personnel Board to update and revise Personnel bylaw, policies and rating process and update all job descriptions by bargaining unit as labor agreements are negotiated.
- Continue to address auditor's management letter concerns over internal controls and procedures. Report progress made to address issues to Audit Committee.
- Implement comprehensive facilities management and operation plan for Town buildings, including appropriate organizational/staffing model and adequate budget resources to assure appropriate maintenance. Prepare for opening of public safety building in spring/summer 2017, including funding of operating costs.

Most of specific goals have been achieved. Police supervisory training will be completed by January 2018; succession planning positions us well for retirement of Chief Kaufman in April 2018. IT successfully opened Public Safety facility and is implementing appraisal software upgrade in summer of 2018. Personnel Board to receive proposed executive group salary groupings in November 2017 for FY2019. Several job descriptions were updated in past year. Policies designed to address management letter recommendations have been implemented.

Facilitate efforts to enhance Town infrastructure to meet community expectations and aspirations for services.

- Working with the Standing Building Committee, architect and owner's project representative, prepare space needs requirements plan for Town offices and determine existing condition of Town offices, fire station, and One School Street building. Provide options for renovations, additions or replacement of Town offices and fire station, including options for maintaining operations and services during a proposed building project. Support article seeking project approval and funding at May 2017 Annual Town Meeting.
- Implement athletic field development plan to address identified needs.
- Develop strategies to address significant school improvement projects under consideration at Heights Elementary School and Sharon High School.
- Explore expansion of parking opportunities for town residents at or near MBTA station (pave bigger area or consider building parking deck).
- Develop emergency and/or supplemental water supply capacity with MWRA through either the Town of Stoughton or the Town of Norwood.

Several major initiatives approved – Town Hall, HS schematic, Heights roof. MWRA negotiations ongoing; athletic field improvements need to be advanced through capital outlay process. MBTA parking solution to be developed with advisory committee to be appointed in December 2017.

Strengthen accountability of organization through professional development, evaluation and recognition of senior management team.

- Establish goals for departments under the jurisdiction of the Board of Selectmen consistent with the overall goals established for the Town Administrator.

- Reinforce policy priorities and improve coordination of service delivery through regular staff meetings and written communication; provide continuous feedback on performance to senior staff and document accomplishments through performance evaluation process.
- Recognize and reward senior management team through creative compensation programs and effective support of professional development opportunities.

Community Priorities:

Modify governance model to improve service delivery and enhance accountability.

- Continue to facilitate collaborative strategic financial planning process with leaders of key boards and committees - Selectmen, School, Finance, Capital Outlay - to develop long-term budget strategy to reflect anticipated revenue stream, capital projects commitments and additional operating costs associated with building projects, program enhancements, and employee legacy costs.
- Explore possibility of reducing specificity of line-item budget adopted at Annual Town Meeting to allow flexibility for transferring funds during fiscal year to meet evolving circumstances.
- Work with Town Moderator to improve participation in town meeting and broaden diversity of membership of town boards and committees.
- Review and update as appropriate Selectmen's Policies and Procedures manual.

FinComm to consider sector allocations on November 20, 2017. Three-board strategy session in July 2017 successfully prepared for November 2017 STM and will guide Priorities Committee process for FY2019 and next two years. Several Selectmen policies were modified; review is underway.

Improve and enhance communication with residents through public meetings, print media, and electronic mediums.

- Update format and improve content of Town website; improve connection with Schools, Recreation, Commission on Disabilities and other independent web sites.
- Improve information flow to citizens via social media platforms (Facebook, Twitter, etc.). Increase and improve utilization of Town of Sharon Facebook page established in July 2015.

Twitter page launched in July 2017; Town website and Facebook updates improved and made priority; coordination efforts with other departments is continued focus of Assistant to Town Administrator.

Address development proposals by seeking to assure net community benefit; mitigate potential negative consequences.

- Implement host community agreement with proposed medical marijuana dispensaries upon state approval. Address potential negative impacts should facilities be expanded for distribution of recreational marijuana (pending ballot question vote on November 8, 2016).
- Conduct negotiations for agreements, as needed, to secure businesses at Sharon Gallery; facilitate resolution of issues related to infrastructure improvements required for Sharon Gallery, Salmon Continuing Care facility, and Old Post Road residential development projects.
- Work with Planning Board and Master Plan Steering Committee to develop strategies to support redevelopment of Post Office Square including wastewater treatment options, expanded parking, and improved traffic and pedestrian flow.
- Conduct appropriate dialogue with applicants of proposed developments (commercial, 40B, 40R, and similar large projects). Coordinate review by various Town boards and commissions and professional staff.

Negotiated HCA/development agreements with Four Daughters Compassionate Care and Sharon Gallery/95 LLC. Worked on "mall road" negotiations with Gallery and Old Post Holdings. Prepared and understood recreational marijuana licensing issues, state regulations, and revenue potential and positioned 2018 Annual Town Meeting to determine future course of action.

Some ideas for consideration for 2017/18 objectives:

- Participate in Community Compact program to leverage state expertise, financial assistance, and earn bonus points for various grant programs
- Implement Energy Reduction Plan (Green Communities) and access competitive grant funds; work with citizens interested in assisting sustainability initiatives
- Develop municipal employee and citizen parking plan during construction of Town offices
- Working with Transportation Advisory Committee, develop additional options for accessing MBTA rail service
- Shepherd Master Plan work on municipal services and facilities chapter
- Implement police leadership succession plan
- Implement upgrade of Vision Appraisal assessing software in summer 2018
- Complete update to compensation plan for executive group

The Board agrees that the new items should be added to the goals/objectives. Mr. Turkington reminded the Board that it is time for his review to begin, and the form will be sent electronically to all members. Selectman Heitin commented that it has been a busy year.

Consent Calendar

- I. Vote to approve regular session minutes of October 30, 2017
- II. Vote to award the Southeastern Regional Services Group (SERSG) contract to Advantage Drug Testing of Andover, MA for a period of three years from January 1, 2018 to December 31, 2020
- III. Vote to approve the following banner requests:
 - a. One Book, One Town for March 26 – April 2, 2018 in the second position and April 9-16, 2018 in the first position, and waive the fee
- IV. Vote to approve the one day alcohol license (wine & malt only) for Sara Goodwin for a Bar Mitzvah at the Community Center on Saturday, December 2, 2017 from noon to 4:00pm
- V. Vote to approve the Agreement between the Town of Sharon and Management Professionals Employees Association to modify Article VII of the collective bargaining agreement with the insertion of Additional Stipends
- VI. Vote to approve and sign the Notice of Memorandum of Agreement for 144 Old Post Road for the project known as Sharon Gallery
- VII. Vote to approve permission to display a Menorah in the center of Town during Chanukah festival, from Wednesday, December 13, 2017 to Wednesday, December 20, 2017 along with a ceremony in the evening by the Menorah on Sunday, December 17, 2017

Supplemental:

- To approve the banner request from SYBSA for Winter Classics registration – November 20-27 in the second position; December 11-18 in the second position
- To approve Saphire Manor/Estate’s request to extend alcohol service for New Year’s Eve until 1:00am, stopping service at 12:30am for 2018 and 2019

MOTION: To approve
(Heitin - Roach) 3-0 **PASSES**

Town Administrator’s Report

Mr. Turkington reported the following:

- The Capital Outlay Committee is meeting on November 30 to discuss all town departments; the December 7 meeting will be to discuss school projects

- The trash bid deadline has been extended until next week. Staff will review the proposals and present options to the Board in December.
- He is working with Town Counsel on the issue of installing solar panels at the landfill. He noted that the technology has changed, and the town has applied for Green Communities status, so these are reasons for the renewed interest. Selectman Heitin noted that 75% of the town's buildings will be powered by solar from a site in Southeastern Massachusetts.
- The next three-board summit is tentatively scheduled for Thursday, January 4, 2018.
- Preliminary budget numbers will be available next month.
- The 2018 tax rate will be 19.37, down from 19.62.

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

Selectman Roach noted that he has received phone calls about the lights at Deborah Sampson Park. Mr. Turkington said that he will instruct staff to shut off the lights.

Chairman McGrath thanked all those involved in the passage of the Town Hall building at last week's Special Town Meeting. Selectman Roach thanked Chairman McGrath for his hard work.

Executive Session – 8:58pm

MOTION: To enter into Executive Session to discuss and then act on proposed collective bargaining agreements for Firefighters Local 1880 IAFF and School Crossing Guards and at the end, to adjourn of the evening. Discussion of this item in open session would be detrimental to the bargaining position of the Town.
(McGrath - Heitin) 3-0 **PASSES**

McGrath: Aye
Heitin: Aye
Roach: Aye

Return to Open Session

MOTION: To approve the collective bargaining agreements for Firefighters Local 1880 IAFF and Sharon School Crossing Guards Association
(Heitin – Roach) 3-0 **PASSES**

Adjournment

MOTION: To adjourn at 10:25pm
(Heitin – Roach) 3-0 **PASSES**

List of Documents

- Recreation Advisory Committee Application for Rohit Desai
- Sharon Cultural Council Application for Chris Flieger
- Tax Classification documents from Administrative Assessor Mark Mazur
- List of Board & Committee reappointments
- List of One-Year town reappointments
- Objectives and Priorities for Board of Selectmen & Town Administrator for October 1, 2017 through September 30, 2018
- Town Administrator performance review forms
- October 30, 2017 Board of Selectmen minutes

- SERSG contract award for Advantage Drug Testing of Andover
- Banner requests: One Book One Town and SYBSA (winter clinics)
- One Day Alcohol Applications: Sara Goodwin
- Agreement between Town of Sharon and Management Professionals group to modify Article VII of contract (Stipends)
- Notice of Memorandum of Agreement for 144 Old Post Road for Sharon Gallery
- Request from Rabbi Chaim Wolosow of Chabad of Sharon to display menorah in the center of Town
- Request from Robert Saphire of Saphire Manor to extend their alcohol service on New Year's Eve for 2018 and 2019
- School Crossing Guards Contract 2017-2020
- Sharon Firefighters Local 1880 IAFF Contract 2017-2020
- Report of the Town Administrator
- Miscellaneous Correspondence