

MINUTES
SHARON BOARD OF SELECTMEN
February 2, 2016

The meeting of the Sharon Board of Selectmen was called to order in the Town Hearing Room at the Community Center at 7:00pm with Chairman William A. Heitin, Clerk Walter B. Roach, Selectman John J. McGrath, and Town Administrator Frederic E. Turkington, Jr.

Heights Elementary School Roof Discussion & MSBA Statement of Interest Application Authorization

Rory Marty, Director of Operations for Sharon Public Schools, was present for the discussion.

Chairman Heitin explained that the School Department is finalizing the submission of their FY2016 Statement of Interest with the Massachusetts School Building Authority relative to the roof system at the Heights Elementary School and needs the Board's support and authorization to submit the statement. The Board is aware that the roof has exceeded its useful life cycle and is currently operating in a state of continuous repairs.

MOTION: Having convened in an open meeting on February 2, 2016, prior to the closing date, the Board of Selectmen of the town of Sharon, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated January 20, 2016 for the Heights Elementary School located at 454 South Main Street which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for the Roof; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

(Heitin – Roach) 3-0 **PASSES**

Consent Calendar

- I. Vote to approve regular and executive session minutes of January 19, 2016
- II. Vote to approve the Sharon Lions Club's request to hold their Spring White Cane Day fundraising event on Saturday, April 30 from 8:45am-12:00pm in Sharon Center
- III. Vote to approve and sign the 2016 Common Victualler License for Bread N' Brooklyn
- IV. Vote to approve the banner request from Mass Audubon Moose Hill to announce Camp Registration for: April 4-11 (1st position), May 23-31- (2nd position) and June 27-July 5 (2nd position)
- V. Vote to approve the banner request from Temple Sinai for their Event Extravaganza for March 7-14 (2nd position)
- VI. Vote to appoint Susan Rich as an Alternate Member to the Historic Commission for a term through 2018 in place of Mary Parker O'Toole
- VII. Vote to approve the one-day alcohol license for Maryana Nogin for an event at the Community Center (wine & malt only)
- VIII. Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowings authorized by votes of the Town passed May 4, 2015 (Article 6) is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Department</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
DPW	Large Dump truck	\$180,000	20 Years
DPW	Bombardier Sidewalk Snowplow	\$164,350	20Years

- IX. Vote to approve the Social Media Policy
- X. Vote to approve out of state travel for the Fire Chief to attend the Congressional Fire Service Institute's National Fire and Emergency Services Symposium in Washington DC from May 3-May 6, 2016

MOTION: To approve the February 2, 2016 consent calendar
(Heitin - Roach) 3-0 **PASSES**

Town Hall/Fire Station Renovation Discussion

Mr. Turkington reviewed with the Board the various options to renovate and/or reconstruct the Town Hall and the existing fire station. Option 1 would address the accessibility issues only and the estimated project cost would be \$2.682 million; option 2 would address the accessibility issues and allow for a minor addition to Town Hall and the estimated project cost is \$7.032 million; option 3 is a new Town Hall for a estimated cost of \$9.971 million. Mr. Turkington asked the Board how they would like to proceed and if they would like to pursue more detailed drawings for the reuse of the fire station.

Selectman McGrath believes that only the ADA compliance and the new Town Hall are the only two options to really consider. He noted that we cannot put this issue on hold, as we are in violation of the Americans with Disabilities Act and have been for decades. In a perfect world, we would build a new Town Hall, but it is not realistic at this point in time. He believes the compliance only option makes the most sense. He hopes some minor renovations can be made to the fire station to help relieve the overcrowding at Town Hall. Selectman Roach would like to see the accessibility renovations to Town Hall right away and believes that a meeting room could be created in the fire station and free up space in Town Hall. Chairman Heitin concurs and states that the Town should proceed with option 1 - ADA compliance only.

MOTION: Accept the proposal for Option 1 for \$3 million to make the Town Hall accessible for all
(Heitin - McGrath) 3-0 **PASSES**

FY17 Budget Review - Department of Public Works

DPW Superintendent Eric Hooper was present for the discussion. Joining him are Town Engineer Peter O'Cain, Assistant Town Engineer Lance DelPriore and Facilities Supervisor Matt Baldassari.

Chairman Heitin said that the Board has had the opportunity to review his proposed budget and noted it is pretty straightforward. Mr. Hooper said that the proposed FY17 DPW budget represents a 1.34% increase budget for a total of \$3,222,932. He attributed the modest increase to the low cost of gasoline prices and maintaining the existing personnel; essentially it is a level services budget. Upcoming projects will focus on sidewalks and a number of roadway projects.

The Water Department FY17 proposed budget is \$5.206 million, which is robust, and Mr. Hooper explained that more than half of that is allocated for projects. No borrowing will be done for this upcoming fiscal year, as a result of money that came in from the sale of cell tower leases. He explained that the department is starting to address older areas of town that have very old pipes.

Mr. Hooper noted that with the addition of Mr. DelPriore and Mr. Baldassari, they have been able to address issues that they simply did not have the time to do before. He spoke about the WaterSmart Program that will allow residents to learn how much water they use per day, compare it to other users and offer water-saving tips to reduce the amount of water people use. He also spoke to the imminent roll-out of SeeClickFix, a tool for residents to report issues to DPW for attention. Mr. Hooper added that it will help the residents but also management, as they will be able to track issues and recurrences for further attention. He also spoke about the computerized permitting software that will be used shortly, which will be utilized first with the Building Department.

Mr. O'Cain commented on several projects that are keeping the Engineering Division busy: the Old Post Road projects; several subdivisions are being proposed; and the Hammershop Pond Dam will be a major project this summer. The permitting software will help with communication between town staff and town boards; the data entry will be done by the applicants and the plans will be submitted electronically. He noted that the town hasn't done much by way of building maintenance because they didn't have the staff for it, and Mr. Baldassari has created plans for maintaining the buildings. Mr. O'Cain informed the Board that the plans for the gate for the Community Center have been resurrected. He spoke about the traffic situation in and around the neighborhood abutting the train station. The town's consultant will be assisting in looking at the big picture and spoke about the traffic data that they gathered.

Mr. DelPriore noted that SeeClickFix is a powerful community engagement tool – residents can use an app on their phone or computer or go onto the website. He added that DPW has been looking at inspection software, as they are looking to improve efficiencies and utilize technology.

Mr. Baldassari has been working toward creating preventative maintenance programs for the town buildings for such things as boilers, roofs, etc. He commended Paul Spender for maintaining the Community Center well, and he is working toward keeping the other buildings up; he is utilizing in-house staff as much as possible but does contract out for some services. Mr. O'Cain noted that Mr. Baldassari has been working closely with the Owner's Project Manager for the public safety building.

Mr. Hooper said that the DPW is no longer in a purely reactionary mode – DPW can begin to look forward and makes plans for the future.

Selectman Roach noted that he has seen a big difference and noted that Mr. Hooper and Mr. O'Cain have been able to do the job that they need to do. Mr. Hooper added that the DPW has been assisting the library with building maintenance needs and advice. Mr. Hooper thanked the Board of Selectmen for their support of the additional staff.

The Board thanked everyone for their time.

Approve adjustments to FY17 Selectmen sector budgets & pay plan adjustments

Chairman Heitin noted that the Town Administrator proposed the following

MOTION: That the Board approve the proposed FY2017 Selectmen sector operating budget for consideration by the Finance Committee in the amount of \$13,526,953, which includes the executive salary adjustments and the other amounts as presented:

- Reduce Accountant – salaries by \$33,095
- Increase Treasurer – salaries and adjustments to various accounts by \$10,858
- Increase Information Technology – software by \$8,400
- Increase Police – heating by \$10,000 and electricity by \$15,000
- Increase Police – salaries by \$9,816

- Increase Fire – salaries by \$25,000
- Increase Fire – ambulance recall wages by \$10,000
- Increase Fire – radio maintenance by \$15,000
- Increase DPW Maintenance – building maintenance by \$15,000
- Increase DPW snow & ice – materials & supplies by \$12,250
- Increase DPW – field maintenance supplies by \$12,500
- Reduce Veteran’s – salaries by \$11,025
- Increase COA – vehicle maintenance by \$2,000
- Increase Library – salaries by \$2,395
- Increase Library – materials by \$4,500

E-0	Town Administrator	\$159,120 to \$190,800
E-1	Police Chief	\$149,175 to \$179,000
E-2	Fire Chief	\$119,350 to \$143,200
	Director of Public Works	
E-3	Director of Information Technology	\$94,500 to \$113,375
	Finance Director	
	Town Engineer	
E-4	Recreation Director	\$69,500 to \$91,500
	Council on Aging/Adult Center Executive Director	
	Treasurer/Collector	
	Assessor	
	Assistant to the Town Administrator	
	Library Director	

Administrative Assistant to the Board of Selectmen - step 1 of \$24.86 to step 10 of \$29.70

The Town Administrator recommends salary adjustments for Executive group members of 2% increase for satisfactory performance plus an additional amount based on performance evaluations so that EE- and EE evaluation grades result in an overall 3% increase, EE+ evaluation grades result in an overall 3.25% increase and O evaluation grades result in an overall 3.5% increase.

MOTION continued: and approve the FY2017 Water Enterprise Fund budget in the amount of \$5,206,228

- Increase salaries by \$21,016 and retirement by \$8,790

(Heitin – McGrath) 3-0 **PASSES**

Town Administrator’s Report

The Town Administrator reported the following:

- The Town had a bond rating call today; the negative outlook is expected to be removed, which is positive news.
- He had the pleasure of attending the graduation exercises for the Chief Fire Officer class at the State Fire Academy, a class which included Deputy Fire Chief for Rick Murphy.
- There are pending retirements in the Assessor’s Office and the DPW.
- The Recreation Director Screening Committee is conducting interviews with six candidates this Thursday
- At the February 23 meeting, the Board will continue discussion about One School Street; conduct interviews with the finalists for the Recreation Director position; execute documents relative to the bond sale; and review the summer beach hours/concession renewal with Interim Recreation Director Christine Kasparian
- At the March 8 meeting, the Board will hear a presentation on the subdivision on Birch Road, and the Substance Abuse Prevention Coalition will be recognized as an official town committee

- Working with Fire Chief on bundling of ambulance fees and will be presented to the Board for approval
- The Finance Committee is meeting on Monday; they will be reviewing warrant articles in March

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

Selectman McGrath noted that Walter Badger and Paul Fleming, former public safety officials, have recently passed away. He thanked Chiefs Kaufman and Wright and their staffs for their support.

Adjournment

MOTION: To adjourn at 7:48pm
(Roach – McGrath) 3-0 **PASSES**