

MINUTES
SHARON BOARD OF SELECTMEN
November 3, 2016

The meeting of the Sharon Board of Selectmen was called to order in the Town Hearing Room at the Community Center at 7:03pm with Chairman Walter B. Roach, Clerk John J. McGrath, Selectman William A. Heitin and Town Administrator Frederic E. Turkington, Jr.

Master Plan Steering Committee Appointments

The Planning Board interviewed a number of candidates for the four at-large seats on the Master Plan Steering Committee, and are recommending to the Board of Selectmen that they appoint the following:

- Susan Drisko
- Laura Smead
- Keri Murray
- Signe Peterson Flieger

Chairman Roach asked each of the women to introduce themselves. Each of the four noted their personal and professional backgrounds. He thanked each of them for stepping forward to serve on the Master Plan Steering Committee.

Ms. Smead asked how far along in the process the Town is. Selectman Heitin explained that they are just getting the committee organized, and funding will be secured at the next Annual Town Meeting. Pat Pannone, member of the Planning Board, explained that they hope to have the first Master Plan Steering Committee sometime in November.

MOTION: To appoint the four recommended individuals to the Master Plan Steering Committee, as presented this evening
(Heitin - McGrath) 3-0 **PASSES**

Consensus Town Administrator Performance Evaluation Discussion

Chairman Roach explained that each of the Board members completed an evaluation of the Town Administrator. Once all the evaluations have been received, he compiles the information and puts them into one final document. Once approved, the Board will begin contract negotiations with the Town Administrator. Selectman McGrath noted there are several typographical errors, but is happy with the document as it stands, but there are some issues that were mentioned in an evaluation that need to be followed up on.

MOTION: To approve the Town Administrator's performance evaluation, with the grammatical errors to be identified and corrected
(Heitin - McGrath) 3-0 **PASSES**

Chairman Roach noted that he will begin negotiations with the Town Administrator.

Annual Town Government Objectives & Priorities Discussion

MOTION: To approve the Objectives and Priorities for October 2016 to September 2017
(Heitin - McGrath) 3-0 **PASSES**

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.

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.

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.

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.

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.

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.

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.

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.

Special Town Meeting Discussion – Vote Positions on Warrant Articles

Mr. Turkington explained that the property owner, through Mr. Shelmerdine, is now proposing to reduce the number of units from 68 to 52, remove the duplexes on Edge Hill Road and Tiot Street, and instead build eight (8) single family homes, which would require this area to be rezoned.

They are now working on revisions to the by-law, as well as the Memorandum of Understanding (MOU), and will not be ready until next week. The Finance Committee will be including general comments in the warrant, but will have to wait until Town Meeting to make their recommendations.

Mr. Turkington does not believe that the Board should vote on this article this evening until the warrant and MOU language is finalized.

#	Article	Position
1	Zoning By-Law Change: Recreation and Residential Overlay District – Spring Valley Country Club	No vote taken
2	Library to Post Office Square Walkway Lease Extension	Support 3-0
3	Naming of Lake Massapoag Flume House for Cliff Towner	Support 3-0
4	Naming of Sharon Middle School Football Field for Jack Cosgrove	Support 3-0
5	General By-Law Change: Surplus Property Disposition Threshold Increase	Support 3-0

Consent Calendar

- I. Vote to approve regular minutes of October 20, 2016
- II. Vote to accept a gift of vacant land located at 635R Bay Road in Sharon to the Conservation Commission
- III. Vote to approve the following banner requests:
 - a. Sharon Public Library - One Book One Town – March 20-27, 2017, 2nd position and April 3-10, 2017, 1st position
 - b. Sharon Garden Club – Annual Plant Sale – May 8-15, 2017, 1st position

MOTION: To approve the November 3, 2016 consent calendar, as presented
(McGrath - Heitin) 3-0 **PASSES**

Town Administrator's Report

The Town Administrator reported the following:

- The next Board meeting is Monday, November 14, and the Board will hold its annual tax classification hearing. The packets will be prepared on Wednesday due to the holiday.
- Department head evaluations will begin in the next week.
- Jennifer Savickis has been hired as a temporary replacement for Jennifer Austrino, Administrative Assistant to the Board of Selectmen, who will be going on medical leave. Ms. Savickis is very personable and well spoken.
- Retiree insurance rates are increasing for 2017 – 3 to 17% increase, depending on the plan.
- Department budgets for FY18 are due next week.
- The Planning Board continues its public hearing on the Spring Valley zoning change to next Thursday at 7pm.
- Early voting has been very busy.
- The Town received checks yesterday from the billboards.

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

Chairman Roach reminded residents to bring non-perishable foods to the election on Tuesday.

MOTION: To approve the solar salt and rock salt bids to both Eastern Minerals in the amount 53.50/ton, which is a decrease of \$12.30/ton
(Heitin – McGrath) 3-0 **PASSES**

Selectman Heitin read the following notice from the Assessor's Office:

Every three years we go through a revaluation of our assessed values and have them reviewed by the state. That has been done for our fiscal year 2017 assessments. The proposed FY2017 assessments are now available for the public to review. They are available in printouts in both the Assessor's Office and the Sharon Public Library during their normal hours of operation. They are also available on the Town website. They will remain available through November 8th. Taxpayers are encouraged to contact the assessor's office during this period to ask questions, review, discuss and request changes in proposed values.

Selectman McGrath thanked everyone involved in the Annual Halloween Parade – it was a fantastic event.

Selectman McGrath reminded residents of the Veterans Day celebration in Post Office Square on Friday, November 11 from 11-1 (ceremony at 12pm).

Executive Session – 7:30pm

MOTION: To enter into Executive Session to discuss pending litigation, and at the end, to adjourn of the evening. Discussion of this item in open session would be detrimental to the Town.

(Roach - McGrath) 3-0 **PASSES**

Roach: Aye
McGrath: Aye
Heitin: Aye

Adjournment

MOTION: To adjourn at 7:40pm

(Heitin - McGrath) 3-0 **PASSES**

Roach: Aye
McGrath: Aye
Heitin: Aye