TOWN OF BURLINGTON, MA
BOARD OF SELECTMEN
MINUTES
General Session - 7:00 p.m.
Burlington Town Hall, Main Hearing Room

MONDAY, FEBRUARY 22, 2016

Board of Selectmen Present: Michael Runyan, Chairman; Christopher Hartling, Vice-Chairman; Robert Hogan; Daniel Grattan; Joseph Morandi
Also Present: John Petrin, Town Administrator

Pledge of Allegiance/Moments of Reflection
The Board of Selectmen (BOS) meeting was called to order at 7:00 p.m. followed by the Pledge of Allegiance.

042 Appointments: Boards and Commissions/Town Administrator
Historical Commission
Town Administrator John Petrin (T.A. Petrin) said that upon the recommendation from the Historical Commission, he was appointing Mary Nohelty to an open position on the Historical Commission and recommended the BOS waive the standard 15-day waiting period. Ms. Nohelty was present and said she looked forward to working with the Historical Commission.

Motion: Selectman Hogan moved to waive the standard 15-day waiting period. Seconded by Selectman Morandi and approved. (5-0-0)

Committee/Board of Selectmen
Master Plan Steering Committee
There are four residential seats on the Master Plan Steering Committee, two of which are appointed by the BOS. Selectman Hartling, selectman liaison to that committee, recommended reappointing Sean Murphy and Charley Murphy in order to maintain consistency on the committee. The members agreed with this recommendation.

Motion: Selectman Hartling moved to reappointment Sean Curtin and Charley Murphy to the two residential positions member seats under the jurisdiction of the Board of Selectmen. Seconded by Selectman Hogan and approved.

043 Approval: Hallmark Health System
Taste of Spring 2016
Location: Mercedes-Benz of Burlington
Present representing Hallmark Health was Denise Flynn, Chief Development Officer for Hallmark seeking BOS to hold a Taste of Spring event at the Mercedes Benz location. She explained that the cars will be emptied from the showroom for the event. The event will be private with physicians and employees reserving their attendance with Hallmark Health. There will be a three-piece jazz band for
background only. Ms. Flynn explained that she had coordinated these events in Peabody and Lynnfield in similar locations.

Selectman Hogan stated the BOS's concern with the grand opening of Mercedes when there were more than a thousand present. Ms. Flynn said she was aware and explained that they are hopeful to receive a response from 200 and there will be valet service. As instructed they contacted the Burlington Police, Health and Building Departments to work with them on this event. Police detail will be present inside and out, and the Health and Building departments will be conducting an inspection on the day of the event.

They will have a cash bar with alcohol being served by Boston's Best Bartending personnel who have the required insurance and will purchase the supply from a distributor, as required. Ms. Flynn provided a floor plan showing where food and alcohol will be set up.

T.A. Petrin said a discussion needs to be held with Mercedes as they are only licensed with the town as a car dealership. Selectmen Grattan and Hogan agreed that a plan be considered to have in place when this type of business model allows events such as fund raisers to be taking place. Chairman Runyan expressed his concern with the potential for traffic to be backed up on Cambridge Street. Selectman Hogan agreed stating that this event is taking place on a work night during rush hour traffic. Ms. Flynn said she is confident the detail and valet parking will assist to keep traffic flowing smoothly.

**Motion:** Selectman Hogan moved to approve the Hallmark Health Taste of Spring Event contingent upon final approval by the Building Department's final approval and that Police and Fire Departments have no issues. Seconded by Selectman Grattan and approved.

**Discussion:** Chairman Runyan recommended that the Board of Selectmen Alcohol Subcommittee have a discussion on protocol to follow when businesses without an entertainment license request to allow events to take place, to include a discussion on the town's alcohol policy which stipulates the number of events allowed in a given period. The members also discussed consideration for the number of attendees to allow, and additional licenses to consider. It was also recommended that T.A. Petrin visit the Mercedes site after the subcommittee meets to discuss events being held in this location.

Motion Passed: (5-0-0)

044 Continued Approval/Burlington Motors/177 Bedford Street
Public Hearing: Request for Additional Vehicles

Present were owner Ron Espisito and his employee. T.A. Petrin and Selectmen Hogan and Hartling conducted a site inspection on February 4, 2016. There is a car service business separate from the car sale business. The members reviewed the site plans for before and after the inspection. The gated area behind the fence is to be cleaned up and is to remain clean. It was noted that the applicant's plan was not to scale and he will be required to set up his site as per the plan for the next inspection.
The members agreed that spaces are to be kept open for the car service business. The members also expressed concern about vehicles being transferred to other unlicensed holding sites. Spaces are to be left open for the car repair business.

A stockade fence is to be installed on the right from the back of the building to the back of the site and the chain link fence on the right is to be replaced with a stockade fence to block their site from the neighboring business.

Owners of the adjacent building at 175 Bedford Street were present and complained about the condition of the Burlington Motors site and that their vehicles are being parked on their property. Selectman Hartling advised that members would be reviewing the site and would seek solutions to stop these incidents from occurring. Shari Ellis, resident and client of the repair shop at 177 Bedford Street, said there is no place to park when she brings her vehicle in for repair.

**Motion:** Selectman Grattan moved to continue the public hearing to March 28 and to issue an as-is class II license with an expiration date of March 28 and that another site inspection be conducted. Seconded by Selectman Morandi and approved. (5-0-0) al

045  **Approval:**  
2015 Annual Report  
Board of Selectmen/Town Administrator  
The BOS were satisfied with the content as submitted for the town’s 2015 annual report.

046  **Discussion/Approval:**  
Elected Officials Health Insurance  
Chairman Runyan explained that a great deal of information has been collected on the topic of the elected officials in receipt of health insurance. He added that the information has been included in the Selectmen’s backup.

He said that he did not intend to take testimony from the audience. Phil Gallagher, 8 Corcoran Road, requested that comments be allowed, and the Chairman said that comments would not be taken.

**Motion:** Chairman Runyan moved that the Board vote to change the policy for elected officials’ health insurance effective immediately so that elected officials who receive a stipend are not eligible to accept and receive health insurance from the Town unless they qualify for it by working more than 20 hours per week on a regular basis under Section 2 of Chapter 32B. This policy shall take effect for future officials and current officials receiving health insurance benefits are exempt.

No second for discussion was obtained. The chair did declare he was accepting that as a 1 to 4 vote opposing the motion.
Youth and Family Services - $430,071
Director Christine Shruhan said there has been a 20% increase in clientele. The department was the recipient of the Teen Light Award this past year with the funds being earmarked for services in the Marshal Simonds Middle School. She said the department has transitioned well with the recent retirements. T.A. Petrin said they are maintaining a level service budget. Payroll savings were incurred as a result of two retirements in the department.

Motion: Selectman Hogan moved to approve the Youth and Family Services Department’s budget in the amount of $430,071, with a 0.74% increase. Seconded by Selectman Morandi and approved. (5-0-0)

Council on Aging $314,750
Director, Marge McDonald said the daily averages in the department were higher than anticipated. This year the department was a recipient of the Cummings Foundation $100,000 for 100, and this will go towards an outreach worker to assist the Indian population. There has also been an increase in the calls for case management for various family issues. T.A. Petrin said the department utilizes the assistance of senior volunteers. He added that Ms. McDonald continues to seek out sponsors for department events. Selectman Hartling thanked the various foundations for their donations.

Motion: Selectman Hogan moved to approve the Council on Agent Department's budget in the amount of $314,750, with an increase of 1.72. Seconded by Selectman Morandi and approved. (5-0-0)

Conservation - $226,096
Director John Keeley said they recently hired two new employees to replace Jodi Wennemer and Ellen Long. Mr. Keeley explained how the department supports the Conservation Commission to protect the town's waterways and conservation areas.

An increase in the budget reflects a new permit schedule for mandated monitoring of illicit discharges and testing stormwater for all pipes in the town. Two interns will be working on these plans.

Another increase is under land management in order to have a part-time person to walk the conservation land to ensure the trails are clear and to cut down on illegal activities.

Motion: Selectman Grattan moved to approve the Conservation Department’s budget in the amount of $226,096, with an increase of 4.89%. Seconded by Selectman Hogan and approved. (5-0-0)

Veterans Services - $234,192
Director Chris Hanafin said the -9.06% decrease in the overall budget is in part due to the retirement of the former Director and Principal Clerk. There is an increase in the municipal travel account for training for the new personnel. The state is passing a new law that mandates veterans' agents pass an exam prior to receiving their certification certificates. Mr. Hanafin described the 75% State reimbursable Veterans'
benefit program for low income veterans and their families. Additional funds have been requested in order to reach out to all Burlington veterans.

**Motion:** Selectman Hogan moved to approve the Veterans' Services Department's budget in the amount of $234,192 with a decrease of -9.06%. Seconded by Selectman Morandi and approved. (5-0-0)

**Burlington Disability Access Commission - $2,445**
Chris Hanafin, Coordinator, said there is a decrease in the budget due to the change in the base rate for the new recording clerk. Mr. Hanafin briefly discussed the Handicapped Parking Fine revolving account stating the administrative work for the handicapped parking appeals are paid through that fund. The Police department is extremely diligent in writing handicapped parking violations and Burlington's program is starting to be recognized by the state. A recent project that was completed using funds from the handicapped parking fine fund was the creation of two accessible walkways into the Town Common.

**Motion:** Selectman Hogan moved to approve the Disability Access Commission's budget in the amount of $2,445 with a decrease of -15.05% Seconded by Selectman Hartling and approved. (5-0-0)

**Selectmen/Town Administrator**
T.A. Petrin said that the department's budget is mainly level funded. One position will remain unfilled. Staff continue to handle event reservations and tours for Grandview Farm and also work on certain parts of the Grandview low income condo housing. The department at this time is comfortable with the level of service it is able to provide with one less employee. Many responsibilities have changed since going paperless for the BOS meetings.

**Motion:** Selectman Grattan moved to approve the Selectmen/Town Administrator Departmental budget in the amount of $537,791 with an increase of 1.05%. Seconded by Selectman Hogan and approved. (5-0-0)

**Human Resources - $134,030**
Director Joanne Faust said the department has two people. The town's share of the budget totals $134,030. The School Department will be responsible for a portion of the payroll in the amount of $41,483.50. This amount has been deducted from the amount to be reviewed and approved by the BOS.

**Motion:** Selectman Grattan moved to approve the Human Resources Departmental budget in the total amount of $134,030 with an increase of 0.31%. Seconded by Selectman Hogan and approved. approved. (5-0-0)

**Town Meeting - $15,257**
This account covers the cost of printing and other incidentals with respect to the holding of town meetings. There is a 0% increase.

**Motion:** Selectman Grattan moved to approve the Town Meeting budget in the amount of $15,257. Seconded by Selectman Hogan and approved. (5-0-0)
Legal - $202,000
This covers legal fees and there is no increase from last year.

Motion: Selectman Grattan moved to approve the budget for legal fees in the amount of $202,000. Seconded by Selectman Morandi and approved. (5-0-0)

Central Administration - $135,658
1. Materials and Supplies: central supply, central machines, and surplus buildings - $135,658
The BOS is responsible only for a vote on Materials and Supplies. The remainder are accommodated accounts: 2. Contracted Services: Chapter 32B, OPEB fund transfer, unemployment compensation, pension re-imbursement, town insurance/workers comp, financial audit, Medicare - $15,107,988 and 3. Special Accounts - 4th of July/Town events will be handled in accommodated accounts.

Motion: Selectman Grattan moved to approve the Materials and Supplies portion of the Central Administration budget in the amount of $135,658. Seconded by Selectman Hartling and approved. (5-0-0)

Sealer of Weights - $7,800.
This budget of $7,800 has a 0% increase. This is the amount paid by the town. The state provides the service and picks up the remaining costs.

Motion: Selectman Hogan moved to approve the budget for Sealer of Weights in the amount of $7,800. Seconded by Selectman Morandi and approved. (5-0-0)

Accounting - $323,853
Town Accountant Paul Sagarino said the budget is level funded for service. He explained that his department is making more information available than has been provided in the history of the town. Selectman Hogan congratulated the department for the work done in providing information for which the BOS may make important decisions. Mr. Sagarino agreed stating that it is the goal of his department to continue to provide good information.

Motion: Selectman Grattan moved to approve the Accounting Department's budget in the amount of $323,853. Seconded by Selectman Hartling and approved. (5-0-0)

Discussion Facilities Update
T.A. Petrin said a meeting would be held with the architect on February 23, 2016 to discuss new options.

Approval: Minutes January 11, 2016
Motion: Selectman Hogan moved to approve the minutes of January 11, 2016 as submitted. Seconded by Selectman Hartling and approved. (5-0-0)
Subcommittee Reports

Selectman Hartling announced that the Burlington Area Chamber of Commerce was sponsoring two events: February 28 at Cafe Escadrille for People Helping People and a Spring Soiree on March 10 at the Grandview Tavern to bring Burlington businesses together.

Selectman Morandi commented on the great snowplowing done last week and today. A thank you letter to DPW and the contractors was in the newspaper.

Selectman Hogan reminded the public that tickets cannot be purchased at the door for the event being held at the Cafe Escadrille.

Town Administrator’s Report: None.

Chairman’s Report
Chairman Runyan thanked the Cafe Escadrille for the use of their facility for the People Helping People event.

Old/New Business: None.

Citizen’s Time: No one spoke.

Adjourn

Motion: Selectman Grattan moved to adjourn at 9:00. Seconded by Selectman Morandi and approved. (5-0-0)

Submitted by,

[Signature]

Betty McDonough
Recording Clerk
Agenda

042  Appointments: • Boards and Commissions/Town Administrator
    Historical Commission/Committee/Board of Selectmen/Master Plan Steering Committee - list of
    Master Plan Steering Committee membership; 9/22/14 page from minutes re steering committee;
    2/18/16 email from jp to bos re appoint for historical;

043  Approval: Hallmark Health System/ Taste of Spring 2016/ Location: Mercedes-Benz of
    Burlington - 2/9/16 ltr from Hallmark to BOS; 2/19/16 email from fire to bos; Boston's Best
    Bartending Contract; certificate of liability; temp Cofi for Mercedes; tips certification; taste of
    spring 2016 flyer; 2/3/16 email from denise flynn, Hallmark to bcm;

044  Approval: Burlington Motors/177 Bedford Street/Request for Additional Vehicles - plans
    received after and before 2/4/16 site inspection; sale stickers; sold and hold signage; 1/13/16
    notice to Burl Motors from BOS to be present at 2/22/16 bos meeting

045  Approval: 2015 Annual Report/ Board of Selectmen/Town Administrator -
    section of annual report

046  Discussion/Approval: Elected Officials Health Insurance - Background of Elected Officials
    Health Insurance from JPetrin; financial data on health insurance plans; sample motion to change
    the policy for health insurance for elected officials; 5/11/15 memo from Bcurtin to Town Meeting
    re Health Insurance Costs for Elected Officials; 9/29/16 ltr to JPetrin and BOS from Christine
    Monaco, School Committee Member re comments re elected officials and health insurance;
    9/29/16 ltr to JPetrin and BOS from Tom Murphy, School Committee Member re comments re
    elected officials and health insurance; 9/24/16 memo to bos from WSaltsman, Board of Health
    member re comments on elected officials and health insurance; 2/5/16 daily times article by Mark
    Biagiotti re town discusses health insurance resolution; Mass DOR of Local Services handbook
    and laws for current employment benefit issues for local employees; 1/27/95 ltr with opinion on
    health insurance for elected officials from Mass DOR of Local Services; 9/1/94 ltr from Mass
    DOR of Local Services re Group Health Insurance re adopting a policy with respect to group
    insurance for elected officials who work less than 20 hours; 5/17/10 email from and to Gary Biau
    and Lisa Boodman re Elected officials receiving health insurance; 5/7/10 email from Charles
    Zanolus to Lisa Boodman re health insurance who is town counsel representing town of
    Tyngsborough; case appeal richard rampooni v bos of weymouth re employment eligibility for
    health insurance; Chapter 115 of the Acts of 2006 (an act restricting certain insurance benefits
    for part time lected officials in the town of Norwell) from list of laws passed in 2006; Chapter
    156 of the Acts of 2004 (an act relative to part time elected officials of the town of Swansea;
    Critical Information on Health Insurance for active employee and retirees for proposed 2016 rate
    changes from JPetrin and EConti

047  Discussion/Approval: FY2017 Budgets - 2/18/16 email from JPetrin to YFS, COA, Vets,
    ConCom, HR, Acctng; Selectmen/legal/central admin re presentation of budgets at 2/22 meeting;
    Ways and Means budget presentation schedule for fy 2017

048  Discussion: Facilities Update -

049  Approval: Minutes/January 11, 2016 -
050  Subcommittee Reports -
051  Town Administrator’s Report -
052  Chairman's Report -
053  Old/New Business -
   Citizens's Time