TOWN OF BURLINGTON, MA
BOARD OF SELECTMEN
MINUTES
Executive Session - 6:30 p.m.
General Session - 7:00 p.m.
Burlington Town Hall, Main Hearing Room

MONDAY, FEBRUARY 8, 2016

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

Open General Session
Pledge of Allegiance

EXECUTIVE SESSION
The Board of Selectmen (BOS) agreed to enter into executive session to discuss negotiations with the police patrol union.

Motion: Selectman Grattan moved the Board of Selectmen adjourn to executive session to discuss the status of the negotiation with the police patrol union and that the Board would reconvene into general session upon conclusion of the executive session for the General Session. Seconded by Selectman Morandi with Selectman Morandi voting aye, Selectman Grattan voting aye, Selectman Hogan voting aye, Selectman Hartling voting aye, and Chairman Runyan recusing himself. Motion approved. (4-0-0)

GENERAL SESSION RESUMED

Approval: Handicapped Parking Fine Fund
         Disability Access Commission for
         Recreation Department/Partial Program Assistance
Chris Hanafin, Coordinator for the Burlington Disability Access Commission (BDAC) was present. He explained that the BDAC is recommending the Board of Selectmen approve the amount $1,200 from the Handicapped Parking Fine fund to assist in the aid of funding two programs offered through Burlington's Recreation Therapy program. Also present was Brendan Egan, Recreation Director, who said the department has hired a part-time certified therapeutic recreation specialist to accommodate programs and modifications to programs for the differently abled population. The individual has been certified in providing recreation therapy.

Motion: Selectman Hogan moved to approve the use of $1200 from the Handicapped Parking Fine fund for the two items as outlined in the request submitted by the Disability Access Commission. Seconded by Selectman Morandi and approved. (5-0-0)
If a recommendation is received from the BDAC, Town Administrator John Petrin (T.A. Petrin) asked that the Selectman consider approving the use of Handicapped Parking Fine funds for this budget year in order to fund the difference to make the part-time therapist position full time.

**Approval:** Warrant for 2016 State Primary

Town Clerk Amy Warfield was present seeking BOS approval of the Warrant for the 2016 State Primary. Selectman Hogan thanked Ms. Warfield for allowing the veterans to have a table at the polls to sell poppies. It is a major fund raiser of which a portion is given to the Food Pantry.

**Motion:** Selectman Grattan moved to approve the Warrant for the 2016 State Primary. Seconded by Selectman Morandi and approved. (5-0-0)

**Approval:** All Alcohol License, Change of Manager

Uno Restaurants, LLC/d.b.a. Uno Chicago Grill
75 Middlesex Turnpike, Burlington Mall

Present was Elizabeth Colson seeking BOS approval for her to be the manager at Uno's at the Burlington Mall. Ms. Colson said she has been in the restaurant business for more than 18 years of which 16 have been with Uno's in five locations. This will be the fifth restaurant where she has been the manager on the liquor license.

TA Petrin admonished that all staff members should be aware that the serving of alcohol is secondary to the serving of food. She replied that she understood and had read Burlington's Alcohol Rules and Regulations.

**Motion:** Selectman Hogan moved to approve the All Alcohol License, Change of Manager for Uno Restaurants, LLC d.b.a. Uno Chicago Grill, 75 Middlesex Turnpike, Burlington Mall. Seconded by Selectman Morandi and approved. (5-0-0)

**Review/ FY2015 Audit Exit Conference/Powers and Sullivan**

**Discussion:**

Jim Powers of Powers & Sullivan presented an overview of the FY ending June 30, 2015 Audit Exit which was comprised of the Report on Examination of Basic Financial Statements, Reports on Federal Award Programs and the Management Letter. The auditors were satisfied with the assistance received from the Town Administrator, financial staff, department heads and other staff. The final report includes a letter from the Town Administrator, being incorporated with the auditor's report. Mr. Sullivan said the town continues to deal from a position of strength. With respect to the unfunded liability, the town's contributions are now reflected.

Town Accountant, Paul Sagarino, commented that this year the town’s budget analyst, Nichole Coscia, assisted with the expansion of the financial studies with a resultant Comprehensive Annual Final Report (CAFR). Mr. Sagarino and Town Treasurer, Brian Curtin, are satisfied with the comments in the management letters. T.A. Petrin recognized Mr. Sullivan's professional staff and commended Mr. Sagarino and Ms. Coscia for the addition of the CAFR. He added that the town still has a AAA bond
rating and is in a good place in the community. Selectman Grattan thanked the auditors and town staff members for their attendance at the audit meetings and for their cooperation.

Discussion/ Facilities
Update:
T.A. Petrin said the Board of Selectmen continues to meet to discuss recommendations for long term funding for facility renovations and upgrades.

Approval: Fellowship Bible Church/ Annual Easter Sunrise Service/Town Common
The Fellowship Bible Church submitted their annual request seeking BOS approval to use the Town Common and gazebo as a public venue for their Annual Easter Sunrise Service on Sunday, March 27, 2016 from 7:00 a.m. - 8:00 a.m. They stated that they will be responsible for set up and clean up.

Motion: Selectman Hogan moved to approve the use of the Town Common by the Fellowship Bible Church for their Annual Easter Sunrise Service on March 27, 2016 from 7:00a.m. - 8:00 a.m. Seconded by Selectman Hartling and approved. (4-0-0 with Selectman Grattan not present for discussion)

Approval: Statement of Interest High School
T.A. Petrin said that the Burlington High School is looking to receive state funds for the cost of 50% of improvements, in particular for the HVAC system for the school as well as some energy related costs and improvements to the lab. They will be submitting a State of Interest to the State and a vote authorization is required from the BOS is a requirement as the school building authority.

Motion: Selectman Grattan: Resolved: Having convened in an open meeting on February 8, prior to the closing date, the Board of Selectmen of the Town of Burlington, 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 March 14, 2016 for the Burlington High School located at 123 Cambridge St, Burlington MA. 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. Priority#5, Replacement, renovation and / or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related cost in a school facility. The specific project will replace aged out heating and ventilation / cooling equipment that is original construction (1971), update classroom and science labs to be a more effective learning environment, replace interior building components (lockers, lighting, fire alarm, etc.) and provide updated security improvements which will extend the life of the existing facility 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. Seconded by Selectman Morandi and approved. (5-0-0)
Discussion/ 40B Local Initiative Project (Housing) Approval
The BOS selectmen reviewed documents created following a 40B Subcommittee meeting. T.A. Petrin explained that there had been a meeting with the Planning Board and other representatives to review the viability of each proposal. The BOS will now move forward on how to proceed with the acceptance of one or both proposals. It was noted that each proposal has special factors. There have been concerns expressed with the amount that would be created by accepting the two projects. T.A. Petrin said he would contact each of the representatives and request a PowerPoint presentation be submitted to the BOS to assist in their decision and then the proponents would be invited to a meeting.

Approval: Property Tax Work Off
The state's minimum wage has increased this year, and the Council on Aging submitted a request that the property tax program reflect this increase in order to allow the maximum number of hours to decrease which would allow seniors to be able to reach the maximum earning figure.

Motion: Selectman Hogan moved to allow that the property tax program reflect the state's increase in the minimum wage. Seconded by Selectman Grattan and approved.

Approval: Partnership with Transportation for Massachusetts
T.A. Petrin said the town had received an invitation to partner with the Transportation Department for Massachusetts in order to support a statewide collation to create a better transportation future for Massachusetts.

Motion: Selectman Hogan moved to approve to support a partnership with the Transportation Department of Massachusetts in order to better future transportation. Seconded by Selectman Morandi and approved. (5-0-0)

Update: Grandview Commons
The BOS reviewed the advertisement being recommended for senior affordable condo living at Grandview Commons. T.A. Petrin explained that a new list needs to be created for these condos. Interested individuals may contact the Board of Selectmen's Office. The flyers will be advertised and placed in the Council on Aging bulletin.

Discussion: FY17 Budgets
T.A. Petrin said the departments under the jurisdiction of the BOS will be invited to attend upcoming meetings to review their budgets with the board. The Ways and Means Schedule for department review was distributed.

Approval: Minutes:
December 14, 2015

Motion: Selectman Hogan moved to approve the minutes of December 14, 2015 as submitted. Seconded by Selectman Hartling and approved. (5-0-0)
Subcommittee Reports
Selectman Hartling announced that this evening's Relay for Life fund raiser at Kings Bowl is rescheduled for February 19. There will be another fund raiser in June. Information on this event may be found at Relay for Life of Burlington, MA Facebook page: https://www.facebook.com/RFLBurlingtonMA/?fref=ts
Selectman Morandi added that Miss Massachusetts, a Burlington resident, will be in attendance.

Town Administrator’s Report
The DPW was commended for their work during the snowstorm on Friday and today.

Chairman’s Report
Chairman Runyan said there are fund raising efforts being done for the Mary Cummings Park parcel on Blanchard Road to raise funds for signage and for maintaining the property. The Council on Aging's well-attended annual senior prom will be held April 7.

Old/New Business: None.

Citizen's Time: No one spoke.

Adjourn

Motion: Selectman Grattan moved to adjourn at 8:10. Seconded by Selectman Morandi and approved. (5-0-0)

Submitted by,
Betty McDonough
Recording Clerk
BURLINGTON, MA BOARD OF SELECTMEN
DOCUMENTS REVIEWED AT MEETING – MONDAY, FEBRUARY 8, 2016

Agenda

025 Approval: Handicapped Parking Fine Fund/Disability Access Commission for Recreation Department/Partial Program Assistance - 1/19/15 memo from dac to bos re funds for rec therapy programs; 1/18 email from k lehman to betty re more information

026 Approval: Warrant for 2016 State Primary - MA warrant for state election

027 Approval: All Alcohol License, Change of Manager/Uno Restaurants, LLC/d/b/a Uno Chicago Grill, 75 Middlesex Turnpike, Burlington Mall - 1/15/16 ltr from Uno to bos re change in manager; petition for change of license; personal info form; manager application; unanimous written consent; license; passport; 2/2/16 email from prestella to betty re tips; tips cert

028 Review/Discussion: FY2015 Audit Exit Conference/Powers & Sullivan - town reports sent to bos by mail; 1/27/16 email from psag to bos

029 Discussion/Update: Facilities -

030 Approval: Fellowship Bible Church/Annual Easter Sunrise Service/Town Hall - 1/28/16 ltr from dave welsch sr paster fellowship bible church to bos

031 Approval: Statement of Interest High School - statement of interest motion from Burlington high school

032 Discussion/Approval: 40B Local Initiative Project (Housing) -

033 Approval: Property Tax Work Off - 1/12/16 memo from d gochis to jp re property tax work off program

034 Approval: Partnership with Transportation for Massachusetts - MA transportation partnership invite

035 Update Grandview Commons - Grandview commons flyer

036 Discussion: FY 17 Budgets -

037 Approval: Minutes December 14, 2015

038 Subcommittee Reports -

039 Town Administrator's Report -

040 Chairman's Report -

041 Old/New Business -
Citizens Time -