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

MONDAY, JANUARY 12, 2015

Board of Selectmen Present: Robert Hogan, Chairman; Daniel Grattan, Vice-Chairman; Ralph Patuto; Michael Runyan; Christopher Hartling
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 and a moment of silence for the members of the armed forces and emergency responders.

001 Approval: Appointments
1. Department of Public Works/Water Treatment Plant Manager
2. Conservation

1. Department of Public Works/Water Treatment Plant Manager

John Sanchez, Department of Public Works Director, said interviews were conducted and he was recommending Russell Makiej for the position of Water Treatment Plant Manager. Mr. Makiej has been working in the town's water treatment facilities since 1999 and holds the required licenses in order to be in charge of both water treatment plants. John Petrin, Town Administrator (T.A. Petrin) agreed with the recommendation stating that as superintendent of the two plants, Mr. Makiej will bring a lot of knowledge and background and recommended the BOS waive the standard 15-day waiting period. The BOS congratulated Mr. Makiej.

Motion: Selectman Patuto moved to waive the standard 15 day waiting period for the appointment of Russell Makiej to the position of Water Treatment Plant Manager. Seconded by Selectman Hartling and approved. (5-0-0)

2. Conservation

John Keeley, Conservation Administrator was present to recommend Heather Charles Lis to the position of Assistant Conservation Administrator. She is the Conservation Assistant in Brookline and holds a biology degree and an M.S. in Biology, and will be running a storm water program with the DPW. T.A. Petrin agreed with the recommendation and appointed her to the position of Assistant Conservation Administrator and recommended the BOS waive the standard 15 day waiting period. The BOS gave their congratulations.
Motion: Selectman Patuto moved to waive the standard 15 day waiting period for the appointment of Heather Charles Lis to the position of Assistant Conservation Administrator. Seconded by Selectman Hartling and approved. (5-0-0)

002 Discussion: Task Force Report

At the February 10, 2014 BOS meeting, the BOS approved the creation of a task force on community emergencies to assess the town's capacity in order for the appropriate action to take place during emergency events. At that time Ray Santilli of Burlington was recommended to be chairman of the task force because of experience and necessary skills. The members of the task force were comprised of representatives of the community, town departments, churches, human service agencies and Chamber of Commerce.

Mr. Santilli described the group's recommendations for parameters to mobilize in the event of an emergency situation. The group also recommended a plan be developed by the BOS to provide additional support from the community which could be mobilized in time of need. The Emergency Management Department and the Burlington Volunteer Reserve Corps could provide a role in emergency responses in town. It was brought forth that there are parameters of community limitations on purchases.

Chairman Hogan addressed the importance of carrying apartment insurance. Mr. Santilli added that complex management companies also need to do a better job of knowing who is living in the units. Selectman Patuto said many were unaware of HELPIS and the important source of support they provide in emergencies.

The BOS thanked Mr. Santilli and all who were involved in the plan. T.A. Petrin said the report will be placed on the town's website.

003 Approval: Municipal Aggregation Program

Colonial Power Group

Katherine Moskos, Burlington's Purchasing Analyst and Brian Murphy, President of the consulting firm of Colonial Power Group, Inc. were present to address the BOS. T.A. Petrin said Town Meeting approved the development of an aggregation plan to seek out interests in competitive markets for electricity. Ms. Moskos said she sent out required requests for proposals and Colonial Power Group, Inc. was selected.

Mr. Murphy explained that higher electric rates are causing municipal and business customers to explore bulk purchasing groups as a way to keep energy costs down. The plan presented has been well reviewed by other communities and town counsels. The consulting firm will handle the day-to-day management and supervision of the program.

Chairman Hogan asked if clients can expect to see savings, and Mr. Murphy said they would. He asked about the opt-out plan, and Mr. Murphy said it can easily be done by internet or phone.
T.A. Petrin said Ashland's experience with municipal clients and Colonial Power Group for the purchase of power was positive with most questions arising at the start of the program. Savings are not substantial, but the rates will be better.

Upon Selectman Runyan's question about "eligible consumers," Mr. Murphy said the client would be required to be on NStar basic. Selectman Runyan said he would prefer the option to opt into the program. Mr. Murphy said there is no trouble to opt out. Selectman Runyan agreed the intentions are good but he was not yet convinced that all residents would be satisfied.

Selectman Grattan asked about billing, and Mr. Murphy said it would be a single bill.

Selectman Patuto said the program is working good in Lowell and is comfortable with the opt-out option. He asked if customers would be seeing a reduction in costs reflecting the low cost of energy. Mr. Murphy said rates are established by the regulatory commissions, and he does not see an expected reduction at this time.

**Motion:** Selectman Patuto moved to approve the Aggregation plan as put forth by Colonial Power Group, Inc. for the purpose of purchasing electricity to benefit the town. Seconded by Selectman Hartling and approved. (4-1-0 with Selectman Runyan voting against)

T.A. Petrin said approval of the plan by the state will be followed by going out to bid for lower prices.

**004 Discussion: Alcohol Compliance Report**

T.A. Petrin informed the BOS that on December 29, 2014, the Alcohol Compliance Unit conducted alcohol compliance checks at thirty-six licensed establishments, and all of the establishments passed the compliance check. Congratulations were extended and it is recommended that compliance checks be continued.

**005 Approval: Mercedes Benz of Burlington Events**

1. Event 1/MBOB Community Event - February 3, 2015
   Entertainment License
2. Event 2/Grand Opening - February 12, 2015
   Entertainment License

1. **Mercedes Benz - February 3, 2015 - Entertainment License**
   Nicholas Connors, Schneider PR/MBOB, Nicholas DiMauro, M11 Realty representing Mercedes-Benz of Burlington and A.J. Williams of AJ Williams Events were present seeking approval for an entertainment license for a community focused event being held on February 3, 2015 from 7:00-8:30 p.m. There will be approximately 100 guests at the Mercedes Benz of Burlington dealership with onsite detail police officers, valet parking, catering and a live jazz band.

   The route for the valet parking was explained and it is believed there will be ample space for parking.
Lt. Robert Kirchner was also present to review plans for the police details. A construction light will be present for the officers and he does not think there will be a problem with the number of expected vehicles.

Selectman Patuto inquired about an alcohol license, but it is not necessary as the caterer has a covered state license for serving alcohol.

Selectman Grattan asked if those attending will be by invite, and Mr. Connors replied that it is a private event with invites only. T.A. Petrin said there were no comments from staff

**Motion:** Selectman Patuto moved to approve the requested Community Event 1 entertainment license for Mercedes Benz of Burlington Community for their community event being held on February 3, 2015 from 7:00-8:30 p.m. Seconded by Selectman Hartling and approved. (4-0-1 with Selectman Runyan abstaining)

2. **Mercedes Benz - February 12, 2015 - Entertainment License**

Mercedes Benz of Burlington is seeking BOS approval for an entertainment license at a second event, the Grand Opening, to be held on February 12, 2015. The event planner A.J. Williams distributed a packet outlining production plans and scope of the event. She reviewed the traffic control pattern to avoid any traffic back up on Cambridge Street.

Ms. Williams said there would be approximately 100 invite-only guests at a pre-reception and tour from 6:00-7:00 p.m. From 7:00 p.m. -12:00 a.m. they expect to have 800-1,000 invited guests. Lt. Kirchner said he does not think there will be a problem with the number of expected vehicles after reviewing the plan with Ms. Williams. They will have ample detail coverage on Cambridge Street and Ms. Williams has been advised that the vehicles must keep moving. There will be valet only parking and no off street parking will be allowed. All valets will have communication and a section will be set aside for those who cannot locate their tickets. There will be a construction light for the officers.

Ms. Williams said Mercedes will also have their own security and they have arranged to have EMT’s and firefighters on call. The caterer has a covered state license for alcohol.

**Motion:** Selectman Patuto moved to approve the entertainment license for Mercedes Benz of Burlington Event 2 for the Grand Opening on February 12, 2015 from 6:00 p.m. to 12:00 a.m. Seconded by Selectman Hartling and approved. (4-0-1 with Selectman Runyan abstaining)

Selectman Patuto recommended confirming that there will be enough officers for other calls. Lt. Kirchner agreed stating adjustments will be made to ensure responses will not be affected.
Approval: January 26, 2015 Town Meeting Warrant

T.A. Petrin reviewed the Town Meeting Financial Articles that still require a vote from the BOS. Financial Item #7 has been withdrawn.

Financial Articles
3. Transfer of Free Cash to Reserve Fund $100,000
4. Transfer of Free Cash to Stabilization Fund $500,000
5. Transfer of Free Cash to OPEB Trust Fund $500,000
6. Transfer of Health Insurance Fund to OPEB Trust Fund $500,000
8. Transfer of Insurance Reimbursements to Replace Police Cruiser $27,390

Motion: Selectman Patuto moved to approve Articles numbered 3, 4, 5, 6, and 8 as reviewed. Seconded by Selectman Hartling and approved. (5-0-0)

Approval: Minutes

December 15, 2014, General Session
Motion: Selectman Patuto moved to approve the General Session minutes of December 15, 2014 as submitted. Seconded by Selectman Hartling and approved. (5-0-0)

January 5, 2015, Strategic Planning Session
Motion: Selectman Hartling moved to approve the Strategic Planning Session minutes of January 5, 2015 as submitted. Seconded by Selectman Runyan and approved. (4-0-1 with Selectman Patuto abstaining)

Subcommittee Reports

Selectman Runyan
Mary Nohelty will be co-chair of the July 4th Committee, and the new secretary is Roger Morrison. More volunteers are needed and information can be found on the town's website.

It was announced that there would be a celebration in honor of DPW employee, Donnie Price's retirement. He has been with the town for many years and has always been very supportive of his fellow employees, and he will be missed.

Selectman Patuto
Residents are reminded to check on the well being of their senior neighbors during these extremely cold days. There is still time for seniors to apply for fuel assistance at the Council on Aging.

Selectman Grattan
The Audit Committee met recently and reviewed the 2014 audit information. The auditors will be presenting the audit to the BOS in February.
009 Town Administrator’s Report

Burlington's amenities were highlighted in the February edition of Northshore Magazine with quotes including that Burlington is a small town with a big city feel.

010 Chairman’s Report: None.

011 Old/New Business: None.

Citizen’s Time: No one spoke.

Adjourn:

Motion: Selectman Patuto moved to adjourn at 8:20 p.m. Seconded by Selectman Hartling and approved. (5-0-0)

Respectfully submitted,

Betty McDonough
Recording Clerk
BURLINGTON, MA BOARD OF SELECTMEN
DOCUMENTS REVIEWED AT MEETING MONDAY, JANUARY 12, 2015

Agenda
001 Approval: Appointments - Department of Public Works - 1/8/15 memo to John Petrin from John Sanchez re Water Treatment Manager; Russell Makiej application questionnaire
Conservation - Heather Charles Lis resume; 11/6/14 resume cover ltr
002 Discussion: Task Force Report - Task Force on Community Emergencies report
003 Approval: Municipal Aggregation Program/Colonial Power Group - aggregation plan prepared by Colonial Power Group
004 Discussion: Alcohol Compliance Report - 12/29/14 memo to Chief Kent from Sgt Cooney re alcohol compliance check
005 Approval: Mercedes Benz of Burlington Events: 1. Event 1/MBOB Community Event - February 3, 2015/Entertainment License; 2. Event 2/Grand Opening - February 12, 2015/Entertainment License - Handout: AJ Williams Events production plan and scope of event; in packet: 1/7/14 email from Nick Connors, Schneider Associates to Pauline Gillingham re 2/3/15 event with onsite detail, valet, catering by Fireside ad live jazz music; 12/1/14 ltr from AJ Williams to BOS re exclusive grand opening on 2/12/15; overview and purpose flyer for 2/12/15 event; ABCC caterer's license for Max Ultimate Food, Inc.; 1/7/15 email from AJW to Dan Grattan re update on detail, parking, necessary materials required; AJW Events Valet Plan for 2/12/15; valet parking plan
006 Approval: January 26, 2015 Town Meeting Warrant - Burlington Town Meeting Warrant for Monday, 1/26/15
007 Approval: Minutes: December 15, 2014, General Session; January 5, 2015, Strategic Planning Session -
008 Subcommittee Reports -
009 Town Administratorâ€© Report -
010 Chairmanâ€© Report -
011 Old/New Business -
Citizenâ€© Time -