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

MONDAY, FEBRUARY 23, 2015

Board of Selectmen Present:  Robert Hogan, Chairman; Daniel Grattan, Vice-Chairman; Michael Runyan; Christopher Hartling  
Not Present:  Ralph Patuto  
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.

025  Discussion:  FY2014 Audit Exit Conference  

Powers and Sullivan  
Jim Powers of Powers & Sullivan presented an overview of the FY ending June 30, 2014 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 very satisfied with the assistance received from the Town Administrator, department heads and staff of the various departments.

Mr. Powers noted that no critical areas were found with systems being realistically safeguarded.  The Town has done a good job addressing concerns, and it continues to move ahead with improvements, and the town consistently replenishes the Free Cash.

Significant improvement has been made with reconciliation and a schedule has been implemented.  The town is in compliance with respect to federal awards and grants.  Satisfactory expenditures of the town and school were presented.

The financial statements revealed that the town is in solid financial shape as compared to many surrounding communities and that the town is budgeting conservatively.  Health funds are in good condition and reserves are solid in the event of an emergency.  He continued with an outline of other provided information, and Mr. Powers said the town is in a very good financial position relative to similar-type communities.

Town Accountant, Paul Sagarino and Town Treasurer, Brian Curtin were satisfied with the noted improvements addressed in the management letters, with Mr. Curtin stating that all is being done to be fiscally sound.  Mr. Powers and his staff were thanked for their assistance and recommendations.  Selectman Grattan was recognized for his work with the Audit Committee.  The BOS thanked Powers and Sullivan for the hard work the finance team puts into the community.

BOARD OF SELECTMEN:  
ROBERT HOGAN, CHAIRMAN  •  DANIEL GRATTON, VICE CHAIRMAN  •  RALPH PATUTO  •  MICHAEL RUNYAN  •  CHRISTOPHER HARTLING
Town Administrator John Petrin (T.A. Petrin) said the town currently has a AAA bond rating and is in a good place in the community and thanked the auditors and town staff members for their cooperation.

**026**

**Approval: Disabilities Access Commission, Handicapped Parking**

**Fines Police Detail for Handicapped Parking**

At the December 15, 2015 BOS meeting, $10,000 was approved for a pilot program with special police details to exclusively monitor HP parking spots during the busy holiday season. An update received from Sgt. McDonough revealed that unfortunately many people are parking illegally. Chairman Hogan said Sgt. McDonough has requested to do a second program during a less busy time in the spring to create a comparison. There are still some funds available and they are seeking approval for $8,500. It is hopeful, he said, that the violations will decrease through awareness.

The fines written from the first program were in excess of $30,000, Mr. Petrin said, and he added that funds collected are used to improve accessibility on town government properties. Sgt. McDonough and the Traffic Division were thanked for their work on the program.

Chairman Hogan said funds to cover unexpected costs for the large number of appeals will be forthcoming.

**Motion:** Selectman Grattan moved to approve that $8,500 be allocated for the second handicapped parking detail program. Second by Selectmen Hartling and approved. (4-0-0)

**027**

**Approval: Warrant for April Election**

Amy Warfield, Town Clerk, was present seeking BOS approval of the Warrant for the Annual Town Election being held on Saturday, April 11, 2015. T.A. Petrin said a 4th Planning Board seat was recently opened and was able to be added to the final Warrant.

**Motion:** Selectman Hartling moved to accept the Annual Town Election Warrant as submitted. Seconded by Selectman Grattan and approved. (4-0-0)

**028**

**Recognition: Boston Post Cane**

Ms. Warfield reported that Burlington's Boston Post Cane was recently rediscovered and traditionally it was presented to the oldest, continuously living resident in the community as proclaimed in 1908 by the *Boston Post*. She said Burlington will be reinstituting the historical aspect of this tradition with replica canes. Historical Commission member Michael Tredeau realized the cane had been returned and the original will remain in the museum. A list will be kept of those who receive it. An individual has been identified, and it is hoped to have a cane presentation at a meeting in the near future.

**029**

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

**Uno Chicago Grill, 75 Middlesex Turnpike**

Robert Reardon was present seeking BOS approval for a Petition for Change of License with respect to change in management. Mr. Reardon will be the new manager, and he said he has been with UNO's since 2008 and been in the restaurant business since high school and general manager of more than seven
restaurants over twenty years. T.A. Petrin asked Mr. Reardon if he was aware of the Town's Rules and Regulations as it pertains to alcohol being served for the function of eating and how many drinks can be served. Mr. Reardon said he is aware. Staff had no comments.

Motion: Selectman Hartling moved to approve the All Alcohol License, Change of Manager, Uno Chicago Grill, 75 Middlesex Turnpike with Robert Reardon as the new manager. Seconded by Selectman Runyan and approved. (4-0-0)

Discussion: FY 2016 Budgets-Budget Books
T.A. Petrin gave a general budget overview and guidelines. At this time, town government departmental increases are under the goal of 3%. Presentations before Ways & Means of these budgets will begin on February 25. Three positions are being requested for DPW, one full time for the library, and one full time position in the Fire Department for upgrade to ALS.

Directors will be presenting their budgets to the BOS on March 9, and that will be followed by meetings with their Ways & Means subcommittee. At this time the School and Accommodated Account budgets have not been submitted. Mr. Sagarino said departments are cutting their own budgets but recommended they speak about the programs they would like to have in the future.

The large percentage decrease was noted in the Board of Appeals budget, and T.A. Petrin said that the town is no longer paying for advertising and postage for appeals, so the funds being requested are for the recording clerk and supplies.

Subcommittee Reports

Selectman Runyan
- The DPW did a fine job during the snow and ice storms.
- Congratulations were given to Jerry McCarthy on his position as captain and commander of the Ancient and Honorable Artillery Company of Massachusetts.
- Burlington Transportation System has been offering bus transportation to Wegmans and other designations.
- Residents with snow removal property damage may obtain claim forms at DPW or on line.

Selectman Hartling
Congratulations were given to Burlington High School girls’ hockey player and freshman, Kelly Browne, for recently hitting 100 points during her high school year.

Town Administrator’s Report
The DPW, custodians and contractors and others who assisted with the impact of the snow and ice storms were commended for their work. Well wishes were extended to an injured employee. The Town of Burlington's employees, he said, are very dedicated people.
Chairman’s Report

Employees working in the Human Services Building and visitors to the building were thanked for their patience after portions of the building were isolated while water damage was cleared and the area restored.

Old/New Business:

1. Gutierrez/One Time Payment

2. Lahey Health System Presentation

1. Gutierrez/One Time Payment: At the meeting held on December 15, 2014, the BOS voted to accept the offer of Gutierrez and for a one-time, final payment of $950,000 for the land swap and to invest this amount and continue to make the yearly payment of $75,000 for the next fifteen years. Mr. Curtin had the final documentation prepared for signatures and they were distributed to the BOS and Recording Clerk.

Motion: Selectman Hartling moved to accept the final documentation for signatures for the purpose of moving forward with the offer of Gutierrez to make one final payment for the land swap in the amount of $950,000 as written and to set up an escrow account for the yearly payment of $75,000. Seconded by Selectman Runyan and approved. (4-0-0)

2. Lahey Health System Presentation

Present from Lahey Health System were Scott Hartman, Vice President, Governmental Relations and Robbie Robinson, Vice President Facilities and Real Estate to provide the BOS and public with an update as to new events and changes within Lahey. Some items reviewed were local aid, transportation, and the high cost of health care in this state. Lahey is increasing their emergency room, and their goals include providing more "beds" as they join with other medical centers in the surrounding area. They encourage use of local medical centers vs. going into Boston. They described the relocation of doctor’s offices from 41 Mall Road to a much larger facility within the 3rd Avenue district. Mr. Petrin commented that Lahey is very active in the community and is a good partner and voluntarily makes payments in lieu of taxes. The BOS thanked them for the presentation.

Citizen’s Time: No one spoke.

Adjourn:

Motion: Selectman Hartling moved to adjourn at 8:36 p.m. Seconded by Selectman Runyan and approved. (4-0-0)

Submitted by,

Betty McDonough
Recording Clerk
Agenda

025 Discussion: Town of Burlington Report on Examination of Basic Financial Statements Year Ended June 30, 2014; Management's Discussion and Analysis; Basic Financial Statements; Management Letter; Required Supplementary Information; Other Postemployment Benefits Plan Schedules; Reports on Federal Award Programs

026 Approval: Disabilities Access Commission, Handicapped Parking Fines Police Detail for Handicapped Parking-2/20/15 memo from DAC to BOS re the Police Details

027 Approval: Warrant for April Election-votes in the annual town election

028 Recognition: Boston Post Cane-

029 Hearing: All Alcohol License, Change of Manager Uno Chicago Grill, 75 Middlesex Turnpike-1/7/15 from UNO's to BOS; petition for change of license; personal information form; manager application; personal identification; UNO letter of consent from management; ServSafe certification;

030 Discussion: FY 2016 Budgets-Budget Books

031 Subcommittee Reports-

032 Town Administrator's Report-

033 Chairman's Report Board of Selectmen-

034 Old/New Business-1. Gutierrez/One Time Payment documents to sign 2. Lahey Clinic presentation information