Board of Selectmen Present: Robert Hogan, Chairman; Daniel Grattan, Vice-Chairman; Ralph Patuto (6:45); Michael Runyan; Christopher Hartling

Not Present:

Also Present: John Petrin, Town Administrator

Pledge of Allegiance/Moments of Reflection

The Board of Selectmen (BOS) meeting was called to order at 5:30 p.m. followed by the Pledge of Allegiance and a moment of silence for the members of the armed forces and emergency responders.

035 Discussion: FY 2016 Town Government Budgets

Departments under the jurisdiction of the BOS presented their budgets which have been approved by administration. The total is $32,471,866, up 2.7%. The guideline was 3%

Human Resources:

Joanne Faust, Director, said $435.00 has been added under Contracted Services for Occupational Services for return-to-work evaluations. More training will be encouraged and a grant was submitted for an MMA program in conjunction with Suffolk University.

Motion: Selectman Hartling moved to approve the budget request as submitted for Human Resources in the amount of $129,444, up 3.02%. Seconded by Selectman Runyan and approved. (3-0-0)

Conservation:

John Keeley, Director, said the department manages 250 acres of conservation land, and the department evaluates permitting projects for the Planning Board. The slight decrease in the budget is due to one retirement. There is a small increase for stream cleaning.

Motion: Selectman Hartling moved to approve the budget request as submitted for the Conservation Department in the amount of $209,166, down -2.20%. Seconded by Selectman Runyan and approved. (3-0-0)

Building Department:

John Clancy, Director, said there is a 1.06% increase. One employee is retiring in October and transition with new employee will start July 1. The economy is strong, he said, and the department is very busy, but they are managing the workload. A commitment for computer aided inspections is expected by March 15, 2015. More than 5,000 permits were issued for building, electrical, plumbing and gas in 2014.
**Motion:** Selectman Hartling moved to approve the budget request as submitted for the Building Department in the amount of $566,881, up 1.96%. Seconded by Selectman Runyan and approved. (3-0-0)

**Youth and Family Services**
Christine Shruhan, Director, said the department is a counseling agency for families. They expanded the National Youth Project Using Minibikes (NYPUM) program. They have a new running and reading program for 4th and 5th graders. Salaries reflect the retirement of one employee in June and the change of a title of another person to provide proper administrative coverage.

**Motion:** Selectman Hartling moved to approve the budget request as submitted for Youth and Family Services in the amount of $420,477, down -1.94%. Seconded by Selectman Runyan and approved. (3-0-0)

**Council on Aging**
Director, Marge McDonald, said they advocate for seniors for crisis intervention and there are planned programs and activities. A former grant received to assist Asians as needed is no longer available which is cause for concern. The elder population continues to increase, and she is concerned about coverage for outreach and is looking for more hours for a second outreach worker. T.A. Petrin said administration agrees with this request. All else is level funded.

**Motion:** Selectman Hartling moved to approve the budget request as submitted for the Council on Aging in the amount of $307,864, up 5.30%. Seconded by Selectman Runyan and approved. (3-0-0)

**Information Systems Support (MIS)**
Bob Cunha, Director, said the workload and a portion of the budget is shared between general government and school. Increases in the budget include work for contracted services. Equipment and services continue to be upgraded to ensure that programs are up to date. WIFI has been installed in town buildings and a new phone system will be installed soon. Future projects include new equipment for the Police and 911 system.

**Motion:** Selectman Hartling moved to approve the budget request as submitted for Information Systems Support in the amount of $547,629, up 1.600%. Seconded by Selectman Runyan and approved. (3-0-0)

**Fire Department**
Steve Yetman, Chief, and Mike Patterson, Assistant Chief were present. There is a modest increase in overtime. A request has been submitted for a day-shift Emergency Medical Services Officer. Replacement is expected of all uniforms and some equipment. An ambulance is being requested.

Selectman Runyan commented on the many positions being created in town. T.A. Petrin replied that the positions were discussed in prior BOS meetings, and the new position in fire is to handle the upgrade to ALS.
**Motion**: Selectman Hartling moved to approve the budget request as submitted for the Fire Department in the amount of $6,695,626, up 2.40%. Seconded by Selectman Runyan and approved. (2-0-1 With Selectman Runyan abstaining)

**Emergency Management (EMS)**
There is a 0% increase. Salvaged items from Grant Avenue are being stored in a rental unit. Focus has been shifted to sheltering and other services in the event of an emergency. Consideration is being made for an EMS location in the Town Hall Annex.

**Motion**: Selectman Hartling moved to approve the budget request as submitted for Emergency Management in the amount of $23,602, up 0%. Seconded by Selectman Runyan and approved. (3-0-0)

**Police Department**
Chief Kent discussed salaries and new equipment needed. Special Accounts increased due to clothing for academy.

**Motion**: Selectman Hartling moved to approve the budget request as submitted for the Police Department in the amount of $7,703,180, up 2.23%. Seconded by Selectman Runyan and approved. (3-0-0)

**Town Accountant**
Paul Sagarino, Accountant, said there is increase in salary but the salary is being offset by a change in personnel.

**Motion**: Selectman Hartling moved to approve the budget request as submitted of the Accounting Department in the amount of $317,845, up 0.36%. Seconded by Selectman Runyan and approved. (3-0-0)

**Veterans Services**
Chairman Hogan recused himself. Selectman Patuto acted as Chair. Mr. Hogan is retiring as of July 1, 2015 and a new Veterans Director will be hired. There will be a decrease in salary. The request in the AID account decreased slightly due to the good economy. 75% of expended funds in the AID account are reimbursed by the state. T.A. Petrin thanked Mr. Hogan for his 18 years of service to the town as the Veterans Director.

**Motion**: Selectman Hartling moved to approve the budget request as submitted for Veterans Services in the amount of $256,364, down -6.43%. Seconded by Selectman Runyan and approved. (3-0-1 with Selectman Hogan abstaining)

Chairman Hogan resumed position of Chairman.
Burlington Transit
John Sanchez, Director, said the town runs Burlington Transit with a subsidy from the MBTA. The MBTA has not yet provided the subsidy, but it may soon become available. There are enough funds to cover for this year.

Motion: Selectman Patuto moved to approve the budget request as submitted for Burlington Transit in the amount of $195,000. Seconded by Selectman Hartling and approved. (4-0-0)

Department of Public Works
John Sanchez said this budget covers Administration, Cemetery and Central Maintenance, and Engineering. With more than twenty buildings are under the control of Buildings and Central Maintenance, he is requesting two full time positions. A request is also being made for a full time Administration Operations Analyst to provide additional administrative support.

Motion: Selectman Patuto moved to approve the DPW budget in the amount of $10,752,001, up 2.17%. Seconded by Selectman Hartling and approved. (4-0-0)

Operating Budgets under Selectmen:

Town Meeting and Reports: $15,093 for salaries and production of Town Meeting reports.
Selectman/Town Administrator: $529,624, up 1.17%. Salary is affected by the retirement of one employee.
Central Administration: $135,658 for office supplies, and funding for copiers.
Legal Department: $202,000, up 2.5%. Legal fees are expected to be high with expected cases and negotiations.
Board of Appeals: $12,750, down -30.42%. Applicants are now paying public hearing notice fees and abutter notice postage.
Sealer of Weights and Measures: $7,800 0.0%
Disability Access Commission: $2,853 0.0%
Historical Commission: $10,015 up 4.8% Funds being provided for restoration and a clerk for committee.
Negotiated Settlements
Used to fund various increases.

Total General Government Budget: $32,471,866.

Motion: Selectman Patuto moved to approved the budgets of Town Meeting and Reports, Selectman/Town Administrator, Central Administration, Legal Department, Board of Appeals, Sealer of Weights and Measures, Disability Access Commission, Historical Commission, Negotiated Settlements
Seconded by Selectman Hartling and approved. (4-0-0)
Approval: Woburn Inter-Municipal Agreement for Sewer Improvements
This agenda item will be discussed at an upcoming meeting.

Approval: Snow Deficit
Mr. Sanchez was present seeking BOS approval for an additional $500,000 to add to the Snow and Ice Account. With almost 90" of snow falling within a short period of time, almost $1,000,000 has been spent from that account. Reimbursement from FEMA for portions of this year's snow season will be requested which could potentially approximately $400,000.

Motion: Selectman Patuto moved to approve the amount of $500,000 to cover deficit spending in the Snow and Ice Account in the amount of $500,000. Seconded by Selectman Patuto and approved. (4-0-0)

Recognition: Department of Public Works
Recently retired Donald Price was presented with a clock in recognition thanks for his twenty-three years of service to the town.

Approval: Grandview Bond
Grandview Farm Escrow Agreement
Brian Curtin, Town Treasurer explained that with the gift of $950,000 to pay off the Grandview Farm from Gutierrez, the outstanding bonds will be retired early and requested BOS approval to set up an escrow account to pay down the bonds.

Motion: Selectman Patuto moved that an escrow account be set up per the conditions of the escrow agreement and as discussed. Seconded by Selectman Hartling and approved. (4-0-0)

Approval: Walk-a-Thon Marshall Simonds Middle School Teen LIGHT Leadership Team
Marshall Simonds Middle School 8th grade teacher, Cheryl Mantia, was present with students of the Teen LIGHT Leadership Team. The students explained the Walk for Teen Light proposal, the project's mission as well as the route for the 7th Annual Teen LIGHT Walk-a-Thon on Saturday, June 6, 2015 (rain date June 13, 2015). Copies of the route were distributed. The BOS congratulated the students on their efforts to raise awareness of teens who are living in poverty. Ms. Mantia said the Police Department are aware of the event.

Motion: Selectman Patuto moved to approve the 6th Annual Teen LIGHT Walk-a-Thon with the route as submitted with event to be held on Saturday, June 6, 2015 with a rain date of June 13, 2015. Seconded by Selectman Runyan and approved. (4-0-0)

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, April 5, 2015 from 7:00 a.m. - 8:00 a.m. They will be responsible for set up and clean up.
Motion: Selectman Patuto moved to approve the Annual Easter Sunrise Service on the Town Common to be held on Easter Sunday, April 5, 2015 from 7:00 a.m. to 8:00 a.m. Seconded by Selectman Runyan and approved. (4-0-0)

042 Subcommittee Reports
Selectman Runyan announced advertisements have been placed for the openings on the Historical Commission.

Selectman Patuto said the State Sealer of Weights and Measures employee who handles Burlington is retiring.

Selectman Hartling congratulated everyone for the hard work being done on the budgets.

043 Town Administrator’s Report
T.A. Petrin said budgets will be presented to Ways & Means every week.

044 Chairman’s Report
Chairman Hogan also expressed appreciation for the work being done on the budgets.

045 Old/New Business:
Electricity and Solar
Mr. Sanchez and T.A. Petrin discussed electrical demand charges and capacity measurements and costs. Increases are expected to be seen in the town's electricity bill. The town is studying its ability to partner with the private sector for solar parking canopies which will collect solar energy which the town purchases, at a reduced rate, the solar credits which can be used against the town's demand charges. The BOS agreed that discussions with various property owners and to continue discussions in order to competitively select a contractor to install the canopies. This plan would require final approval by Town Meeting.

Motion: Selectman Patuto moved that the town continue to study plans for electricity and solar as discussed. Seconded by Selectman Hartling and approved. (4-0-0)

Citizen’s Time: No one spoke.

Motion: Selectman Patuto moved to adjourn at 8:10 p.m. Seconded by Selectman Hartling and approved. (4-0-0)

Submitted by,

Betty McDonough
Recording Clerk
BURLINGTON, MA BOARD OF SELECTMEN
DOCUMENTS REVIEWED AT MEETING – MONDAY, MARCH 9, 2015

Agenda

035  Discussion: FY 2016 Budgets- Schedule for budget review

036  Approval: Woburn Inter-Municipal Agreement for Sewer Improvements- Amendment to Intermunicipal agreement for Joint use of Woburn's Sewerage System to be signed by Mayor of Woburn and BOS

037  Approval: Snow Deficit-memo from J. Sanchez to J. Petrin re snow and ice expenditures 2nd authorization

038  Recognition: Department of Public Works-

039  Approval: Grandview Bond Grandview Farm Escrow Agreement-memo from B. Curtin to BOS re escrow agreement/Gutierrez; Vote of the BOS; Exhibit A Table of Bonds; certificate of insurance for information

040  Approval: Walk-a-Thon Marshall Simonds Middle School Teen LIGHT Leadership Team-ltr from Teen LIGHT Leadership Team, MSMS to BOS re walk-a-thon on June 6; list of students; map for walk

041  Approval: Fellowship Bible Church Annual Easter Sunrise Service/Town Common-ltr from Fellowship Bible Church to BOS re service on Easter Sunday morning on the Town Common

042  Subcommittee Reports-

043  Town Administrator’s Report-

044  Chairman’s Report-

045  Old/New Business- Electricity and Solar Citizen’s Time-