**Town of Burlington, MA**
**Board of Selectmen**
Minutes – General Session
Main Meeting Room, Town Hall

**Monday, February 24, 2014 ~ 7:00 p.m.**

**Board of Selectmen Present:** Robert Hogan, Chairman; Michael Runyan, Vice-Chairman; Ralph Patuto; Daniel Grattan; Christopher Hartling (to 7:48 p.m.)

**Also Present:** John Petrin, Town Administrator; Thomas Hickey, Assistant Town Administrator

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**Pledge of Allegiance/Moments of Reflection**

The General Session of the Board of Selectmen (BOS) 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.

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**045 Approval: Warrant for April Election**

Amy Warfield, Town Clerk, was present seeking BOS approval of the Warrant for the town election being held at the Burlington High School gymnasium on Saturday, April 12, 2014 from 8:00 a.m. to 8:00 p.m.

Motion: Selectman Patuto moved to approve the Warrant as submitted for the April 12, 2014 town election. Seconded by Selectman Grattan and approved. (5-0-0)

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**046 Approval: Appointment**

**Burlington Community Life Center**

Christine Shruhan, Director of Burlington Community Life Center, was present to introduce Jessica Reedy, her recommendation to replace retired Social Worker Charlie Franich, LICSW. The position is that of Social Worker and the hours will be part-time at 25 hours per week. Ms. Reedy's background includes family continuity programs. Town Administrator John Petrin (T.A. Petrin) said Joanne Faust also recommended her for the position, and he said he was appointing Ms. Reedy and requested the BOS waive the standard 15 day waiting period.

Motion: Selectman Patuto moved to waive the standard 15-day waiting period for the appointment of Jessica Reedy as a Social Worker in the Community Life Center. Seconded by Selectman Grattan and approved. (5-0-0)

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T.A. Petrin and Ms. Shruhan discussed the potential renaming of the department to a more commonly known community name such as Youth and Family Services.

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**047 Discussion: Lahey Expansion**

Present from Lahey Clinic were Jeff Duran, Vice President of Real Estate Administration & Facilities Management; Larry Cardarelli, Director of Engineering & Maintenance; and Michael Sleijzer, Assistant Director of Planning Design and Construction. Mr. Duran explained that the first two of three phases of construction and development are complete. He described the third phase to combine the oncology and...
hematology departments and the development of a new emergency room/facility to include improved ambulance access and a helipad.

Selectman Grattan asked if they will be using the same footprint, and Mr. Duran said they would but would be going up to five stories tall. Selectman Runyan was pleased with the news and said he would be willing to attend meetings as requested. T.A. Petrin commented that Lahey has been very good with staff and with various programs. Chairman Hogan is hopeful Lahey Clinic's successful Annual Cancer Walk & 5K Run will not be affected by construction.

048 Approval: All Alcohol License/Extension of Hours
Burlington Marriott Hotel/One Burlington Mall Road
T.A. Petrin explained that this request, which was granted for the first time by the BOS last year, is for a one hour extension to the All Alcohol License for certain parts of the Marriott Hotel for a private party being held on March 8, 2014.

Motion: Selectman Patuto moved to approve the request for a one hour extension to the Burlington Marriott Hotel's All Alcohol License on March 8, 2014. Seconded by Selectman Hartling and approved. (5-0-0)

049 Hearing: Charity Wine License
Ahern Family Charitable Foundation (Function at Marriott)
Robert and Eileen Ahern were present seeking approval for a Charity Wine License for the Ahern Family Charitable Foundation to accept wine to be served by Marriott Hotel servers for their fund raising event on March 8, 2014. Mr. Ahern said this foundation was incorporated in 2002 and raises funds for military families. Special military guests have been invited to attend. Correspondence from the Marriott Hotel states they are aware the foundation will be accepting wine only as a donation to be served at the event.

Motion: Selectman Patuto moved to approve the request for a Charity Wine License for the Ahern Family Charitable Foundation, Inc. for a fund raising event taking place on March 8, 2014 at the Burlington Marriott Hotel. Seconded by Selectman Grattan and approved. (5-0-0)

050 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 20, 2014 from 7:00 a.m. - 8:00 a.m. Their correspondence stated that they would be responsible for all 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 20, 2014 from 7:00 a.m. to 8:00 a.m. Seconded by Selectman Runyan and approved. (5-0-0)
051 Discussion: FY 2015 Budgets and
052 Discussion: May Town Meeting

T.A. Petrin said the combined total for town government and school budgets being presented to Ways & Means will be at a 4% increase over last year (3.25% government/approx. 4.3% schools) with accommodated accounts being presented at 5% over last year. Both are within the requested guidelines.

The significant increases in the overall budget will be in MIS due to the planned continuation of upgrading of software services and purchasing the necessary equipment.

As requested T.A. Petrin presented a facilities administration/management update which included FY 14 and FY15 numbers. With the upcoming retirement of Assistant Town Manager (ATA), Tom Hickey, that position is being eliminated. Town Accountant, Paul Sagarino, was appointed to assist the T.A. and facilities and custodians have been transferred to DPW. There will be two positions for maintenance and craftsmen being filled. A part time custodian has been made full time and another will go full time on July 1 to cover the needs of existing buildings.

One office staff position in the Town Administrator/Selectmen's office is being left unfilled to free hours in order to support the recommendation of the town's auditors for a purchasing agent to handle supplies, housing, and insurance administration.

T.A. Petrin explained that administration and rental of the Grandview Farm facility will be taken care of in-house within the Selectmen's office until a determination of needs is assessed.

Chairman Hogan asked about the event and catering planners who had come to review the needs of Grandview Farm, and T.A. Petrin replied that contractors and marketing are costly and not possible without rental funds already in place, and it is still unclear how much rental interest will be generated, specifically for the meeting rooms.

Selectman Patuto expressed his reservations with allowing Grandview marketing being handled in-house as existing town employees may not necessarily possess the necessary knowledge. He also did not want taxpayer money used to hire new town office personnel for Grandview rentals. T.A. Petrin said other than those positions already discussed for facilities administration and purchasing administration, there are no additional positions planned for any other departments. Mr. Sanchez, Sandi Madigan, Selectman Chair Hogan and he are formulating a marketing and operational plan, with final plans to be reviewed and approved by the BOS.

053 Update: Task Force - Community Emergencies

T.A. Petrin reviewed the need for a community Task Force and said all positions had been filled except for one member of the community. The first meeting of the Task Force is Monday, March 3, 2014. The meeting members include: One member from: the Board of Selectmen, Ways & Means, Board of Health, the Town Administrator or designee, the School Superintendent or designee, the Fire Chief or designee, the Police Chief or designee, BCLC Director, Board of Health Director, People Helping People representative, HELPIS representative, 2 members - Inter-Faith Clergy Group, a Chamber of Commerce
representative, two members from Town Meeting Human Services Committee, and two members of the community. Ray Santilli with one community member seat still open.

**054 Approval: Minutes - February 10, 2014**

Chairman Hogan noted that the date on the agenda should be changed to February 10, 2014.

**Motion:** Selectman Patuto moved to approve the minutes of February 10, 2014. Seconded by Selectman Grattan and approved. (4-0-0)

**055 Subcommittee Reports**

**Selectman Runyan**

The recent 14 snow and ice events were recalled. Snow cleanup funding continues to be watched and DPW reported that there is sufficient salt for ice clean up. DPW crews have been filling potholes.

Selectman Runyan recently visited Heritage Assisted Living and said they routinely update their housing list. The list for Grandview Commons is maintained by the Selectmen's Office and that office sends out letters inquiring as to continued interest. He added that there is housing demand in Burlington and little turnover, and it is hoped that the Housing Partnership will be extended.

A committee for a 4th of July celebration has been formed with more than a dozen expressing interest in assisting. The first meeting for this committee is planned for February 26, 2014.

**056 Town Administrator's Report**

T.A. Petrin said almost all of the $500,000 allocated for additional snow and ice funds have been used and additional funds will be requested if necessary.

**057 Assistant Town Administrator's Report:** None

**058 Chairman's Report:** None.

**059 Old/New Business:** None.

**060 Citizen's Time:** None.

**Adjourn: Motion:** Chairman Hogan moved to adjourn to executive session at 7:41 p.m. for the purpose of discussing collective bargaining with the BOS reconvening after the executive session solely for the purpose of adjourning. Seconded by Selectman Patuto with Selectman Runyan voting to abstain; Selectman Patuto voting aye, Selectman Grattan voting aye and Chairman Hogan voting aye. (4-0-0 Selectman Hartling not present)

Respectfully submitted,

Betty McDonough
Recording Clerk
BURLINGTON, MA BOARD OF SELECTMEN

DOCUMENTS REVIEWED AT MEETING – FEBRUARY 24, 2014

045  Approval: Warrant for April Election - Signature sheet for BOS approval to hold election April 12, 2014
046  Approval: Appointment - resume Jessica Reedy
047  Discussion: Lahey Expansion -
048  Approval: All Alcohol License/Extension of Hours/Burlington Marriott Hotel/One Burlington Mall Road - 2/12/14 email to JP from J Flaherty
049  Hearing: Charity Wine License/Ahern Family Charitable Foundation (Function at Marriott) - charity wine license app; Ahearn Family Corp confirmation; Marriott ltr re accepting wine
050  Approval: Fellowship Bible Church/Annual Easter Sunrise Service/Town Common - 2/6/14 ltr to BOS re church request for Easter Sunrise Service
051  Discussion: FY 2015 Budgets - Personnel Review / Facilities and Administration update
052  Discussion: May Town Meeting -
053  Update: Task Force - Community Emergencies - task force member list
054  Approval: Minutes, February 10, 2014
055  Subcommittee Reports -
056  Town Administrator's Report -
057  Assistant Town Administrator's Report -
058  Chairman's Report -
059  Old/New Business -
060  Citizen's Time -

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