MONDAY, MARCH 10, 2014 ~ 7:00 p.m.

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

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

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.

061 Approval: Walk-a-Thon Marshall Simonds Middle School
Teen LIGHT Leadership Team

Present to address the BOS was Marshall Simonds Middle School 8th grade teacher, Cheryl Mantia and students of the Teen LIGHT Leadership Team who presented the Walk for Teen Light proposal, the project's mission as well as the route for the 6th Annual Teen LIGHT Walk-a-Thon on Saturday, June 7, 2014 (rain date of June 14). Copies of the route were distributed, which starts and ends on the Town Common. The BOS congratulated the students on their efforts to raise awareness of teens who are living in poverty.

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 June 7, 2014 with a rain date of June 14, 2013. Seconded by Selectman Grattan and approved. (5-0-0)

062 Discussion: Community Garden
This discussion was asked to be postponed by the proponent.

063 Hearing: All Alcohol License/Change of Manager
State Road Liquor, Inc. d/b/a Busa Liquors
34 Cambridge Street

Present were Hilary Puglia and Andrew Busa. Attorney Ann Sobolewski was present representing Busa Liquors. Attorney Sobolewski explained the new design and concept of Busa Liquors. Ms. Puglia will be a full time manager at this location, replacing Mr. Busa who covers various Busa locations. Ms. Puglia has worked in various locations for Busa since 2007. Town Administrator John Petrin (T.A. Petrin) said there are no issues with this request.

Motion: Selectman Runyan moved to approve the All Alcohol License, change of manager request from Andrew Busa to Hilary Puglia for State Road Liquor d/b/a Busa Liquors. Seconded by Selectman Grattan and approved. (5-0-0)
Approval: Sunday Opening/Extension of Hours
State Road Liquor, Inc. d/b/a Busa Liquors
34 Cambridge Street
Attorney Sobolewski said Busa was holding a one-day meet and greet/seminar for Howie Carr Sunday, May 18, 2014 and BOS approval is being requested to extend their hours of operation, by three hours, to 9:00 p.m. The seminar will commence at 5:00 p.m. and it will run beyond the normal closing time of 6:00 p.m. and time will be allowed to meet the guest. Those who attend will be required to purchase a ticket. T.A. Petrin did not see any issues with this request.

Motion: Selectman Patuto moved to approve the extension of hours at Busa Liquors on Sunday, May 18, 2014 from 6:00 p.m. to 9:00 p.m. Seconded by Selectman Grattan and approved. (5-0-0)

Hearing: All Alcohol License/Change of Manager
Nordstrom, Inc. d/b/a Nordstrom Blue Stove
75 Middlesex Turnpike
Present was Rebecca Serio seeking BOS approval of the Petition for Change of License with her being the new manager. Ms. Serio said she has been a general manager at the Natick and Braintree locations over a nine year period. T.A. Petrin reviewed the town's alcohol rules and regulations and Ms. Serio said she understood.

Motion: Selectman Patuto moved to approve the All Alcohol License Change of Manager at Nordstrom d/b/a Blue Stove. Seconded by Selectman Grattan and approved. (5-0-0)

Approval: Street Opening
4 Winn Valley Drive
Homeowners Jonathan Fitzgerald and Penelope Mahy were present seeking BOS authorization for a street opening at 4 Winn Valley Drive for the purpose of switching from oil to natural gas. Also present was John Sanchez, DPW Director. Mr. Fitzgerald said the oil tank needs to be replaced and they would prefer to use natural gas. Chairman Hogan asked if they understood the comments from the Town Engineer and they said they did. Selectman Grattan asked when it was last paved and Mr. Sanchez said one year ago. Selectman Patuto noted the already poor condition of the road in front of this address.

Motion: Selectman Patuto moved that the BOS approve the street opening for 4 Winn Valley Drive as presented with the conditions as requested and outlined by the Burlington DPW Engineering Department. Seconded by Selectman Grattan and approved. (5-0-0)

Approval: Appointments
1. Jeffrey Sousa: John Sanchez reviewed the merging of facilities with cemeteries and the day to day maintenance of facilities and after meeting with Cheralyn Rosati, Human Resources Coordinator and Paul Cauldwell, Superintendent of Buildings, he was recommending Jeffrey Sousa for the position of Lead Foreman Buildings and Cemeteries.
T.A. Petrin reviewed the restructuring of the Building and Cemeteries Divisions and was pleased with this recommendation and said he was appointing Mr. Sousa to this position and recommended the BOS waive the standard 15-day waiting period.

Selectman Grattan asked about the timeframe for obtaining CDL and hoisting licenses, and Mr. Sanchez said approximately six months.

**Motion:** Selectman Patuto moved to waive the standard 15-day waiting period for the appointment of Jeffrey Sousa to the position of full time Building Maintenance Craftsman/Laborer. Seconded by Selectman Hartling and approved. (5-0-0)

2. James Gavula, Jr.: Mr. Sanchez said Mr. Gavula is a Burlington resident and his background includes working full time with the Melrose Housing Authority and he holds both a Massachusetts Master and Journeyman's Plumbers Licenses as well as an oil burner technician’s license. He was recommended by Ms. Rosati and Mr. Cauldwell, and said he was also recommending Mr. Gavula for the position of full time Building Maintenance Craftsman/Laboror. T.A Petrin agreed and said he was appointing Mr. Gavula to this position and recommended 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 James Gavula to the position of full time Building Maintenance Craftsman/Laborer. Seconded by Selectman Grattan and approved. (5-0-0)

T.A. Petrin asked for an update on the energy audit, and Mr. Sanchez said they are working with NStar in the major buildings, except Fire, reviewing the thermostats and controls, lighting and energy management in an effort to improve efficiency while at the same time being environmentally friendly.

**068 Approval: Cemetery Sale of Lots Fee Structure**

Mr. Sanchez reviewed the Cemetery Oversight Committee's April 11, 2011 approved fee increase schedule for cemetery sale of lots to be implemented upon the completion of the Pine Haven Cemetery double crypt expansion. The increases will take effect April 1, 2014. Chairman Hogan asked how these new rates compare to surrounding communities, and Mr. Sanchez said they are lower than other town's cemeteries and also below market value.

Selectman Grattan asked if communities are required to provide a cemetery, and T.A. Petrin said they are not, and the rates reflect the changing times with respect to development and the cost of land as well as the cost to maintain cemeteries. Selectman Hartling asked when the rates were last increased and Mr. Sanchez said 2011.

There is a growing request for cremation which will preserve the space in cemeteries.

The veterans’ rate increase had been reviewed and approved by the Director of Veterans Services, Robert Hogan, who, as Graves Officer, also approves the status of a veteran.

**Motion:** Selectman Patuto moved to approve the Cemetery Sale of Lots Fee Structure as presented. Seconded by Selectman Hartling and approved. (5-0-0)
Approval: Cemetery Rules and Regulations

Mr. Sanchez explained that the Burlington Cemeteries Rules and Regulations had been reviewed and updated and were being presented for BOS review. The new regulations include updates, changes, uniformity, and accommodations taking place in the cemeteries. Having regulations in place, he said, allows for personnel to enforce necessary rules. Chairman Hogan asked about concerns that arise that are not addressed in the regulations, and Mr. Sanchez replied that those issues are forwarded to the Town Administrator for consideration.

Selectman Grattan asked if certain religious customs could overrule the regulations and Selectman Patuto asked who will receive the regulations once they are implemented. Mr. Sanchez said funeral homes will be made aware of rules and regulations so as to inform their clients prior to burial and copies will be made available upon finalization of deed. The regulations will also be on line. Personnel currently work on a day to day basis with clients as items are left at the gravesite.

Selectman Patuto commended the work done on the regulations and added that the cemeteries are very well maintained. Selectman Hartling noted that the Burlington cemeteries and the Town received positive comments in a recent Boston Globe article about the hurdles facing community cemeteries.

Selectman Patuto was concerned with regulation as they relate to residency and those that have moved away, and T.A. Petrin said each case can be considered and the BOS is able to ratify the document at any time.

Motion: Selectman Patuto moved to approve the updated Burlington Cemeteries Rules and Regulations. Seconded by Selectman Runyan and approved. (5-0-0)

Discussion: FY 2015 Budgets

Paul Sagarino, Town Accountant, and Kevin Forgett, Budget Analyst, were present. The Accounting Department provided the BOS with an electronic copy of the budgets under their jurisdiction for formal review. T.A. Petrin said the budgets for the school and government sides have been submitted to Ways and Means and are within the set guidelines. Ways & Means subcommittee meetings have commenced with some budgets already going before the full committee. As discussed at the BOS’s prior meeting, the reorganization of facilities and cemeteries is complete and facilities is now showing in the DPW budget and the second year of changes for expenses in MIS are reflected in the budget.

- Operating Budget
Town Accountant, Paul Sagarino said budgets are in balance for FY15 including 4.5% for levy. Reduction in the levy will be further discussed up through the tax rate setting period. State aid and local receipts are strong and after constant discussion with the School Department, they have reported their budget will be at a 4.3% increase and combined with the town's 3.25% for a total average of 3.86%. Accommodated Accounts are slightly above 5%, and they are working on a couple of large budgets in the hopes of reducing it to below that amount.
Chairman Hogan thanked Mr. Sagarino and commended Mr. Forgett for putting the budgets together electronically.

Selectman Grattan asked about the increase in Human Resources, and Mr. Sagarino said a new position was added to that department at the end of the last fiscal year and a new step increase has been added. Selectman Patuto asked about the 15% increase in Town Clerk's budget, and T.A. Petrin said it is to cover special elections. Selectman Patuto asked about the decrease in the Selectman's budget, and T.A. Petrin explained that positions are being eliminated in order to create positions for a purchasing agent and for the new positions in DPW.

Selectman Hartling asked about the meals tax, and Mr. Sagarino said approximately 1.3 million was raised for capital needs and correlating debt schedule. Chairman Hogan asked about the 40% increase in the IT Department. Bob Cunha, MIS Director, said one new position was added, a new email system is in place, they will continue with planned upgrading of software services and purchasing the necessary equipment. T.A. Petrin said recommendations from the technology assessment report for underutilized systems are being followed.

Motion: Selectman Patuto moved to approve the town's operational budget as presented at 3.25%. Seconded by Selectman Hartling and approved. (5-0-0)

T.A. Petrin commended Mr. Sagarino and Mr. Forgett for the work they put forward and the direction they provide for the budget.

Capital Plan
T.A. Petrin read the submitted capital items for the Board of Selectmen Departments which totaled $5,797,000.

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<thead>
<tr>
<th>Police</th>
<th>Video Security System</th>
<th>35,000</th>
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<tbody>
<tr>
<td>Public Works</td>
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<td>Streets &amp; Sidewalks</td>
<td>Road &amp; Parking Paving</td>
<td>3,000,000</td>
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<td></td>
<td>Sidewalk Restoration/Inventory</td>
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<td>Water Treatment</td>
<td>Mill Pond Generator</td>
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<td>Water Distribution &amp; Production</td>
<td>Water main upgrades</td>
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<td>Sewer System Improvements</td>
<td>Pump Station Rehabilitation</td>
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<td>Storm Water Management</td>
<td>Culvert/Stream Cleaning</td>
<td>200,000</td>
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<tr>
<td>Equipment Purchases-2 vehicles</td>
<td>DPW vehicle replacement program</td>
<td>219,000</td>
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<td>Sewer vactor</td>
<td></td>
<td>405,000</td>
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<td></td>
<td>H15A-Sander Body</td>
<td>23,000</td>
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<tr>
<td>Facilities</td>
<td>Library roof coping cap (unforeseen)</td>
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<tr>
<td>Various Buildings - rehab</td>
<td>Floors, carpets, paint</td>
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<tr>
<td>Upgrades including energy</td>
<td>Including energy conservation</td>
<td>145,000</td>
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<tr>
<td>Fire station 2</td>
<td>Bond for design plan</td>
<td>700,000</td>
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<tr>
<td>Total</td>
<td></td>
<td>$5,797,000</td>
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The Fire Department agreed to wait one year for a new ambulance. The fleet inventory is now maintained on a computerized program, and vehicles will be reviewed for transfer to other departments. The architect will be submitting plans and amount for a bond for design plan for the Human Services Building and 33 Center Street.

Selectman Runyan asked if the $3,000,000 for road and parking paving will be a regular number in the budgets, and Mr. Sanchez said pavement management is expensive and will continue to be a request every two years. Chairman Hogan asked if the 10-year pavement management can be placed on a future agenda.

Mr. Sanchez said they continue to review for building/facilities needs.

Selectman Runyan asked about expectations for tax rate discussions for 2015, and Mr. Sagarino said it is anticipated to be similar to discussions for the 2014 rate.

Subcommittee Reports

Selectman Grattan
The audit committee will reconvene to review FY 13.

There are plans to schedule quarterly ISAAC meetings. Chairman Hogan recommended Bob Cunha, Director be in attendance.

Selectman Patuto
Joanne Fitzpatrick and Frank Rais recently retired and their work in the Council on Aging Department was recognized as doing great services for the town.

Selectman Runyan
The Town of Burlington Water Division will conduct it annual Chlorine Burn of the water distribution system for approximately one month starting this week.

The Burlington American Legion has agreed to co-sponsor this year's Fourth of July events. A meeting will be held on Tuesday, March 11.

The People Helping People Wine Tasting event at the Cafe Escadrille was very successful with many in attendance. Many substantial, generous donations were made, and the owner of the restaurant contributed wine, the facility, staff, and food.

A police training event took place with the topic being an active shooter in a community or mall location.

Congratulations were given on the article with respect to Shawsheen Technical High School as having very successful cooperative programs which allows students to work in their field every other week during the school day.
Chairman Hogan asked Selectmen Hartling and Runyan to provide an update on their medical marijuana subcommittee for the next meeting.

073 Town Administrator’s Report
T.A. Petrin agreed that Shawsheen Tech is getting very popular and more students are being allowed to attend, and their budget has increased.

The emergency workshop tabletop event was an excellent session. Chief Kent and Captain Duffy were commended for planning the event, and members of the Police and Fire Departments were in attendance at the workshop.

074 Assistant Town Administrator’s Report
Tom Hickey thanked the following craftsmen for their work in the town buildings and Grandview Farm: David Madigan, John Reale, John Harrigan, John O’Keeffe, Peter O’Keeffe, and John Kelly.

Selectman Patuto suggested they be invited to attend a future meeting to thank them for their contributions to the town and a job well done.

075 Chairman’s Report
Memorial Day will be held on May 26, 2014 with the theme being the 70th anniversary of the D-Day invasion. Invited guests include the Consul General of France. The town’s French Department students at the high school helped translate into French the invitation to be sent to the consulate. Also attending will be an author who wrote a book about his father’s experience in the invasion.

076 Old/New Business: No one spoke.

077 Citizen’s Time: No one spoke.

Adjourn

Motion: Selectman Patuto moved to adjourn at 8:50 p.m. Seconded by Selectman Grattan and approved. (5-0-0)

Respectfully submitted,

Betty McDonough
Recording Clerk
BURLINGTON, MA BOARD OF SELECTMEN
DOCUMENTS REVIEWED AT MEETING – MONDAY, MARCH 10, 2014

061 Approval:  Walk-a-Thon Marshall Simonds Middle School/Teen LIGHT Leadership Team-route of walk, 2/11/14 ltr from Teen LIGHT to BOS; signed sheet from leadership team

062 Discussion: Community Garden

063 Hearing: All Alcohol License/Change of Manager/State Road Liquor, Inc. d/b/a Busa Liquors 34 Cambridge Street-2/24/14 cover ltr from Posternak to BOS; application for petition for change of license; manager application; personal information form; consent of directors; birth certificate; driver's license; server registration i.d.; tips card

064 Approval: Sunday Opening/Extension of Hours/State Road Liquor, Inc. d/b/a Busa Liquors/34 Cambridge Street - 3/5/14 cover request ltr to BOS

065 Hearing: All Alcohol License/Change of Manager/Nordstrom, Inc. d/b/a Nordstrom Blue Stove 75 Middlesex Turnpike - 2/28/14 cover ltr from Lawson & Weitzen; application for petition for change of license; manager application; personal information form; birth certificate; tips certification; driver's license

066 Approval: Street Opening/4 Winn Valley Drive - 2/12/14 ltr to BOS from homeowners - request for street opening; 2/24/14 application from homeowners for opening w/ 3 pictures of pavement; 2/24/14 memo from JP to Engineering re receipt of request for street opening; 2/26/14 email from Engineering to pg re need to petition; 3/10/14 memo from Engineering to BOS;

067 Approval: Appointments / Department of Public Works - James Gavula, Jr. 3/7/14 memo to JP from JS re recommendation; resume; Jeffrey Sousa 3/7/14 memo to JP from JS re recommendation; resume

068 Approval: Cemetery Sale of Lots Fee Structure - new rates; 4/11/11 recommendation from cemetery overseer for fee increases when work completed

069 Approval: Cemetery Rules and Regulations - description of the town's cemeteries; Burlington Cemeteries Rules and Regulations; past regulation

070 Discussion: FY 2015 Budgets - BOS Capital line items; general government budget overview each department and % increase; electronic complete workbook of all general government budgets

071 Approval: Minutes/February 24, 2014, General Session

072 Subcommittee Reports -

073 Town Administrator’s Report -

074 Assistant Town Administrator’s Report -

075 Chairman’s Report -

076 Old/New Business -

077 Citizen’s Time -

TND#2