BOARD OF SELECTMEN
MINUTES -GENERAL SESSION
MAIN MEETING ROOM, 2ND FLOOR
29 CENTER STREET
BURLINGTON, MA

MONDAY, OCTOBER 15, 2012

Board of Selectmen Present: Ralph Patuto, Chairman; Robert Hogan, Vice-Chairman; Walter Zenkin; Michael Runyan; Daniel Grattan
Also Present: John Petrin, 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.

Citizen’s Time

No one spoke.

210 Signature: November 6, 2012 State Election
The BOS reviewed and signed the Warrant for the November 6, 2012 State and Presidential election.

211 Approval: Appointments/Police Matrons
Town Administrator John Petrin (T.A. Petrin) informed the BOS of the appointments of Heather Rhodes and Kate Curtis-Bozio as Police Matrons at the recommendation of Chief Kent and Head Traffic Supervisor Helen Bulman. He requested that the BOS waive the standard 15-day waiting period.

Motion: Selectman Zenkin moved to waive the standard 15-day waiting period for the appointment of Heather Rhodes and Kate Curtis-Bozio as Police Matrons. Seconded by Selectman Hogan and approved. (5-0-0)

212 Approval: Appointment/Human Services Building Committee
T.A. Petrin said the following names were being appointed for the ten person Human Services Building Committee: David Castellano, Capital Budget Committee; Frank Monaco, Ways & Means; Bob Hogan, Selectman and Director of Veterans Services; Marge McDonald, Director of COA; Don Lorinovich, Director of Recreation; John Clancy, Inspector of Buildings; Joanne Kinchla, COA Chair; Craig Robinson, Director of School Finance and Operations; Tom Hickey, Assistant Town Administrator; John Petrin, Town Administrator. BOS approval was requested to waive the standard 15-day waiting period.

Motion: Selectman Zenkin moved to waive the standard 15-day waiting period for the appointments as written for the Human Services Building Committee. Seconded by Selectman Grattan and approved. (4-0-1 with Selectman Hogan abstaining)

213 Approval: Annual Appointments/Boards and Committees
Town Administrator John Petrin (T.A. Petrin) submitted the names for reappointments to the following Town Boards and Committees: B-Line Advisory Committee, Cable Advisory Committee, Community
2.

Life Center, Conservation Commission, Council on Aging, Cultural Council, Disability Access Commission, and Historical Commission and requested BOS approval to waive the standard 15-day waiting period.

**Motion:** Selectman Hogan moved to waive the standard 15-day waiting period for the appointments for the B-Line Advisory Committee, Cable Advisory Committee, Community Life Center, Conservation Commission, Council on Aging, Cultural Council, Disability Access Commission and Historical Commission for the time periods as listed. Seconded by Selectman Zenkin and approved. (5-0-0)

**214 Discussion: Restaurant Liquor Licenses**

At this time there are no available liquor licenses in Burlington (outside of Northwest Park), and T.A. Petrin said that requests are constantly being received about the status of available licenses. A discussion was held about setting up a subcommittee to review the process to petition the state for more all alcohol beverages licenses and wine and malt beverage licenses in accordance with conditions as set by state law. Discussions will also include the current trend of selling licenses to chain restaurants and protection of small businesses. Selectman Grattan offered to be on the subcommittee, and it is hopeful that recommendations be ready for presentation at the January 2013 Town Meeting.

**215 Discussion: Town Hall Hours**

T.A. Petrin said many communities are adjusting their hours to allow the town hall to be open one evening per week. He put forward for BOS consideration a plan to change the hours at Burlington's Town Hall to: 8:30 a.m.-4:30 p.m. on Monday, Tuesday and Thursday; 8:30 a.m.-7:00 p.m. on Wednesday and 8:30 a.m.-1:00 p.m. on Friday. The buildings would be closed to the public on the specified closing time, but employees may remain as necessary. This plan would allow residents the opportunity to conduct business after their work hours. This change would necessitate negotiation with each union. The BOS was satisfied with this recommendation.

**Motion:** Selectman Zenkin moved to support the change in Town Hall hours to 8:30 a.m.-4:30 p.m. on Monday, Tuesday and Thursday; 8:30 a.m.-7:00 p.m. on Wednesday and 8:30 a.m.-1:00 p.m. on Friday pending negotiation and approval by the various unions. Seconded by Selectman Grattan and approved. (5-0-0)

**216 Minutes: April 23, 2012, Executive Session**

**Motion:** Selectman Hogan moved to approve the April 23, 2012, Executive Session minutes as submitted. Seconded by Selectman Zenkin and approved. (5-0-0)

**Minutes: April 23, 2012, General Session**

**Motion:** Selectman Hogan moved to approve the April 23, 2012 General Session minutes as submitted. Seconded by Selectman Zenkin and approved. (5-0-0)

**Minutes: April 30, 2012, Executive Session**

**Motion:** Selectman Hogan moved to approve the April 30, 2012 Executive Session minutes as submitted. Seconded by Selectman Zenkin and approved. (5-0-0)
Minutes: April 30, 2012, General Session

Motion: Selectman Hogan moved to approve the April 30, 2012 General Session minutes as submitted. Seconded by Selectman Zenkin and approved. (5-0-0)

217 Subcommittee Reports

Selectman Grattan
The passing of Dan Dunn was acknowledged and his many years assisting the Town is much appreciated.

The Information System Advisory Council's first draft of their report has been received and their observations and recommendations will be reviewed by the Town departments. Part of the report included cyber security which has started. The final report is expected by the end of October.

Selectman Zenkin
The Middlesex 3 Coalition Economic Development seminar was well attended. Selectman Zenkin explained that the Middlesex 3 Coalition is a regional partnership of five Middlesex County communities: Bedford, Billerica, Burlington, Chelmsford and Lowell. How the communities can work together and make a presence to businesses coming to the area was discussed at the seminar.

Selectman Hogan
The B-Line reported that as of November 1, 2012 the stop at the Burlington Mall will be located at front and center of the mall. The mall has once again offered free B-Line trips to the mall on the four Saturdays preceding Christmas.

October is breast cancer awareness month and the Board of Health has ribbons available. All should be aware of the efforts being made to find a cure.

The Board of Health reported that 357 vehicles presented materials at the Household Hazardous Waste Day making it a successful event.

The number of flu inoculations provided was 492. Flu shots will be available at the Council on Aging Wellness Fair in October.

Selectman Runyan
The Middlesex 3 Coalition was attended and regionalized growth was discussed.

A tour was taken at Pine Haven to view the newly completed portion of the cemetery providing for additional burial sites and the columbarium which will provide for the burial of ashes.

The sewer force main project is once again on schedule and is expected to be completed before the end of the year.

Fall yard waste collection will began October 15, 2012 and will end the final week of November. Collection is picked up on the resident's previous rubbish pick up day.
**218**  
**Town Administrator's Report**

The town's new website site is up and running, and it appears to be a tremendous improvement to the previous website. Town Clerk Amy Warfield was thanked for the time and effort she put into this project.

The Middlesex 3 Coalition was attended and lobbying for regional improvements was discussed. It is hopeful that improvements for the 128 corridor will be considered.

Tony Faria and Michael Tredeau, members of the Historical Commission, were thanked for the guided tour of the historic town properties.

Debbie Keene was congratulated on her retirement from the Treasury Department. Tony Fields was also thanked for his 20 years of service to the town in the Planning Department. He was wished good luck on his appointment as Director of the Planning Department in Billerica.

The Burlington Beautification Committee and the Burlington Garden Club were thanked for the work they do in Town Common and the surrounding Town Common area.

The Burlington Area Chamber of Commerce meeting was attended and issues facing the community were discussed.

The 2013 Board of Selectmen meeting dates were presented for review. The dates will be posted as required.

The BOS were informed of the upcoming MMA legislative breakfast session being held in Billerica on October 19, 2012.

**219**  
**Assistant Town Administrator's Report**

None.

**220**  
**Chairman's Report**

Burlington elementary schools and the Council on Aging are piloting an intergenerational program called Bridges: Growing Older, Growing Together. The purpose of the program is to promote mutual respect and understanding and friendship through discussions and group activities in elementary school classroom settings.

The Safety and Wellness fair is being held on Thursday, October 18, 2012. The purpose of the fair is to provide information and resources to help people stay in their home as long as possible and other alternatives. There will also be booths with all sources of information for senior citizens.

Dan Dunn was once again thanked for the hard work he did for Burlington including the creation of a cable licensing agreement in 2006 and getting a reimbursement to the town caused by an error in cable billing.
Old/New Business

None.

**Motion:** Selectman Zenkin moved to adjourn at 7:50 p.m. Seconded by Selectman Runyan and approved. (5-0-0)

Respectfully submitted,

Betty McDonough
Acting Recording Clerk