

BOARD OF SELECTMEN

Natick Town Hall

January 28, 2013

6:00 p.m.

The meeting was called to order by the Chair Paul R. Joseph at 6:00 p.m.

PRESENT: Paul R. Joseph, Charles M. Hughes, Joshua Ostroff, Nicholas S. Mabardy. Carol A. Gloff participated remotely in the open session until 10:15 p.m.

ALSO PRESENT: Martha L. White, Town Administrator; Donna Challis, Secretary

WARRANTS: Payroll warrants were signed by the Board of Selectmen on January 28, 2013 in the amount of 1,149,776.75. This figure was included in total warrants signed by the Board of Selectmen of 3,542,121.52.

EXECUTIVE SESSION

Mr. Ostroff, seconded by Mr. Hughes, moved to enter into executive session to discuss collective bargaining, and non-union personnel negotiations. By roll call vote the Board voted unanimously to enter into executive session. At 6:20 p.m. the Board entered into executive session after announcing that the meeting return to open session. The Chair further announced that discussion of collective bargaining and non-union personnel negotiations in open session would have a detrimental effect on the Board of Selectmen's negotiating position.

The open session was reconvened at 7:10 p.m.

ANNOUNCEMENTS

1. The Chair announced that Ms. Gloff would be participating in the meeting remotely.
2. Town Clerk Diane Packer reminded residents and voters of the April 9, 2013 local election. She further gave a reminder that nominations were still open for Town Meeting and urged anyone interested in getting involved in Town government to consider running for Town Meeting. Nominations were available in the Town Clerk's office until 2/5.
3. The winter farmer's market had changed locations from the hospital to the Baptist Church
4. This was the Board's first meeting using Ipad's and NovusAgenda. Virtually all the meeting material was now available on line for the public

CITIZENS CONCERNS

a. South Natick Hills

Resident of the South Natick Hills development Ronald Decker reported there had been another leak on Saturday and again around 3:00 p.m. today. He thanked Ms. White for arranging a meeting, but on a personal note while he was glad to pay his taxes, South Natick Hills will be taking care of their own streets and water pumping station and was now looking for people to do a private inspection on their building because of the problems. That raised the issue of what they were getting for their taxes.

Mr. Decker noted that a letter was received from Pulte saying the leak resulted from the freezing of a small amount of water after testing the fire suppression system. It looked like one party responsible would be whoever was responsible for doing fire suppression testing.

Mr. Decker presented Ms. White with a copy of the letter from Pulte.

INTERVIEW FOR APPOINTMENT TO HISTORICAL COMMISSION - ALTERNATE MEMBER

a. Patti Sheinman

Patti Sheinman expressed her interest in being appointed to the Historical Commission and what she thought were her strong attributes. She was open to new ideas as well as understanding there was an importance in honoring the historical and institutional aspects of an organization. Professionally she has been involved in human services and community outreach.

Mr. Hughes moved to appoint Patti Sheinman as an alternate member of the Historical Commission. Seconded by Mr. Ostroff and unanimously voted.

Document - Committee Application submitted by Patti Sheinman

INTERVIEW FOR APPOINTMENT TO THE YOUTH ADVISORY BOARD

a. Chautauqua Ordway

Chautauqua Ordway stated that he was a Freshman at Natick High school, cared about his peers, and tried to do all he could to work for them. Throughout middle school he was involved in Student Council and continued at Natick High School.

Mr. Mabardy noted that he had had the pleasure of knowing this young man for quite some time and he was exceptional. With him, Mr. Mabardy believed the Board would get some feedback.

Mr. Ostroff asked if appointed if Mr. Ordway planned to do more outreach. Mr. Ordway's response was absolutely, not just at Natick High School but at Wilson Middle School and Walnut Hill School.

Asked where the greatest opportunity was for the YAB to bring in non-Natick students, Mr. Ordway responded that Recreation & Parks did a good job of giving young kids a safe place to hang out but the teenagers weren't targeted as much and that was something on which the YAB could focus.

Documents - email from Chautauqua Ordway and committee application form.

b. Ruth Azaria

Ruth Azaria stated that she was a sophomore at Natick High School and interested in being a member because she was interested in learning more about government in Natick and giving youth a voice.

Mr. Mabardy encouraged members of the YAB to let people know what has been done and what was accomplished and achieved - open the communication.

Mr. Joseph inquired as to where she saw the greatest opportunity for the YAB, and Ms. Azaria responded that she agreed with Mr. Ordway that it was having a place for teens to hang out.

Document - Committee Application submitted by Ruth Azaria

c. Sarah Lagan

Currently a Sophomore at Natick High School, Sarah Lagan thought she brought a different perspective in that she attended Marion High School last year. She loved living here and would like to be part of the committee to give students a voice. There were so many students and activities it could be overwhelming and she would like to get students not attending Natick High involved.

Mr. Ostroff complimented Ms. Lagan on her leadership experience and expressed appreciation for her willingness to get involved.

Asked where she saw the greatest opportunities to bring non-Natick students into this conversation. Ms. Lagan responded that it was hard to find time to connect and with the new lap tops it would be good to have a web site or a blog.

Document - Committee application submitted by Sarah Lagan

Mr. Hughes moved to appoint Chautauqua Ordway, Ruth Azaria, and Sarah Lagan to the Youth Advisory Board. Seconded by Mr. Ostroff and unanimously voted.

INTERVIEW FOR APPOINTMENT TO MBTA STATION ADVISORY COMMITTEE

Mr. Ostroff noted that if all four citizens were appointed along with the representative from the Board of Selectmen, Natick Center Associates, Regional Transit Authority, CTPS, MBTA, and Community Development Director it would be a 10 person committee. He recommended the representatives from CTPS and MBTA be ex officio non-voting members.

a. Greg Dysart

Greg Dysart stated that he had been a resident of Natick since 1980 and a registered architect. He had worked on public projects before and had commuted off and on from Natick. At this time he was self-employed and semi-retired so he had some extra time. The station was pretty dreary and he thought a lot could be done to make it better. He had not served on any committees before.

Mr. Ostroff inquired if he had worked with engineering firms in terms of either soliciting vendors or developing the RFP.

Mr. Dysart was a little confused on the focus of the committee and Mr. Ostroff explained the Committee's role. In response Mr. Dysart thought this may not be the scope he was looking for. He thought there were a lot of opportunities but the funds weren't available.

Document - Committee application submitted by Greg Dysart

b. Daniel Brainerd

Daniel Brainerd told the Board he was a lifelong resident of Natick and worked on South Avenue. He was an architect and involved in some real estate background work. It would be his first time serving on an advisory board, but he had a lot of energy and time and thought he could bring something to the table. He spoke the language of designers and engineers working on the project.

Asked about availability for meetings during the day, Mr. Brainerd responded that he could give almost full availability on week days. Evenings he would need to schedule.

Document - Committee application submitted by Daniel Brainerd

c. Chris Supple

Chris Supple stated he was an attorney with 25 years of practice divided equally between private and government. He was a very new resident and hoped to be active in the community.

His interest was threefold: 1) In his professional experience he had extensive dealings with the MBTA and understood how it worked; 2) he had a good amount of experience in government procurement and the RFP process 3) he was a long-term user of the commuter rail.

Mr. Mabardy inquired if he was familiar with the MBTA's current financial status and Mr. Supple responded only what he read in the newspaper. He wouldn't say he had any more particular knowledge than that but believed funding would be a challenge. He could help in the effort to secure funding but couldn't promise he could get a check.

Document - Committee application submitted by Chris Supple

d. Michael Avitzur

Michael Avitzur said he was a four year resident of Natick and worked for many years in government at the state level and was a daily commuter from the commuter rail station. He didn't think the station represented Natick as well as it could and accessibility was a problem.

When asked if he was still a government employee, Mr. Avitzur said he was but he didn't believe it presented a conflict-of-interest. He didn't work directly with the MBTA or transportation projects. He worked for a State Legislator.

Mr. Ostroff inquired if his position working for a legislator would provide any helpful insight. Mr. Avitzur advised that the legislator he worked for was instrumental in spearheading a couple of transportation projects in Newton and he had a chance to observe what it took to move those up the ladder to get them done.

As to availability for meetings, Mr. Avitzur said he could be available for evening meetings. He couldn't promise he could always be available for a daytime meeting couldn't say never.

Document - Committee application submitted by Michael Avitzur

Mr. Ostroff thought all four applicants would be an asset and moved to appoint all four (Greg Dysart, Daniel Brainerd, Chris Supple, and Michael Avitzur) as at-large members. Seconded by Mr. Hughes. The motion passed on a 4-0-1 vote. Mr. Joseph, Mr. Ostroff, Mr. Hughes, Mr. Mabardy voted in favor of the motion. Ms. Gloff abstained.

On a motion by Mr. Ostroff, seconded by Mr. Hughes, the Board unanimously voted to affirm Ron Morgan from the MBTA as an ex officio member.

Mr. Ostroff moved to affirm Avigail Shimshoni as the Natick Center Associates representative. Seconded by Mr. Hughes and unanimously voted.

Mr. Ostroff then moved to affirm Seth Assante as the CTPS representative in an ex officio status. Seconded by Mr. Hughes and unanimously voted.

Mr. Ostroff moved to affirm the appointment of Charles Hughes as the MetroWest Regional Transit Authority representative. Mr. Hughes requested that he be appointed as an ex officio member as he may have difficulty making the day meetings. Seconded by Mr. Joseph and unanimously voted.

On a motion by Mr. Ostroff, seconded by Mr. Hughes, the Board unanimously voted to affirm the appointment of Patrick Reffett in his capacity of Community Development Director.

On a motion by Mr. Hughes, seconded by Mr. Mabardy, the Board unanimously voted to appoint Mr. Ostroff as the Board of Selectmen's representative to the committee.

A motion was made by Mr. Hughes to designate Mr. Ostroff as Chair to get the committee up and running. Seconded by Mr. Mabardy and unanimously voted.

Document - Copy of committee posting

APPOINTMENT OF NATICK POLICE OFFICER: SEAN TAYLOR

Police Chief James Hicks reminded the Board early in the summer a reserve position was created and this was one of the opportunities where that work came to fruition. Officer Robert White has announced that he is retiring in March. Very rarely was there an opportunity to take advantage of an appointment date and an academy. There is an academy in March and because there was a reserve force, there was a name to submit.

Chief Hicks requested the Board of Selectmen appoint Sean Taylor as a permanent officer effective March 11, 2013. The Chief reviewed Mr. Taylor's bio noting that he was a lifelong resident of Natick and graduate of Natick High School with a degree in Criminal Justice from Curry College. Mr. Taylor was presently employed full-time with the Framingham State University Public Safety.

Mr. Mabardy commented that he was fortunate enough to know this young man as an auxiliary officer and found him to be highly responsive. He (Mr. Taylor) was an excellent candidate and Mr. Mabardy thought he would make a fine police officer.

A motion was made by Mr. Hughes to appoint Sean Taylor as a permanent officer in the Natick Police Department effective March 11, 2013. Seconded by Mr. Ostroff and unanimously voted.

Mr. Taylor thanked the Board for the appointment and Chief Hicks for the opportunity. He was proud to become an officer in Natick.

Document - Memo from Police Chief James Hicks

DIRECTOR OF HUMAN SERVICES & COUNCIL ON AGING: APPRECIATION FOR COMMUNITY SENIOR CENTER DONATIONS

Director of Council on Aging and Human Services Moira Munns expressed her gratitude for several recent contributions to the Council on Aging

Donations received for the Grand Opening/Open House of the Community Senior Center:		
Mary Ann Morse Health Care Corporation	\$1,000.00	
Middlesex Savings Bank		\$ 600.00
Joseph P. Keefe Technical High School, Culinary Arts Students (three trays of cookies)		
Leonard Morse Auxiliary for the purchase of 4 sewing machines	\$ 996.00	for the
Community Senior Center Arts & Crafts Room		
Easy Motions/ John Vernon/Tuesday Morning Chair Aerobics Class	\$ 709.13	

In attendance was the Director of the Mary Ann Morse Health Care Corporation, Rick Kilagrew. Mr. Kilagrew noted that his company had the same motive as the Senior Center - to help seniors thrive and flourish. They were trying to have ongoing programs at the Center and hoped this was the beginning of a long and mutual collaboration.

Also in attendance was John Vernon noted that when Easy Motions closed with a surplus of funds he thought the best thing was to make a donation to Ms. Munns and the Town.

A motion was made by Mr. Ostroff to accept with thanks the donations listed above. Seconded by Mr. Hughes and unanimously voted.

Document - Memo from Moira Munns, Director of Human Services and Council on Aging

TOWN CLERK: POLLING LOCATION CHANGE

Town Clerk Diane Packer reminded the Board that as the Community Senior Center was being built there was discussion about having that building be a polling location. She was there tonight to request the Board's support in moving Precinct 7 from Lilja School and Precinct 9 from the Morse Institute Library to the Community Senior Center.

At this time there was ample parking and she believed both precincts could vote in the great room. Ms. Packer noted that Community Services Director Richard Cugini would like to have Community Senior programs remain in the evening, and she believed that could be done.

Mr. Cugini thought the great room would make a wonderful spot for voting and could accommodate both precincts. Some changes maybe required for a presidential election with a large turnout.

Document - Memo from Town Clerk Diane Packer

CHARLES RIVER ROTARY: REQUEST TO USE COMMON, HANG BANNER, ENTERTAINMENT LICENSE

Representing the Charles River Rotary Club in their request to use the Common for an ice cream fundraising event on June 22, 2013 was Tiffany O'Connell.

Ms. O'Connell provided a synopsis of the event. The ice cream companies will be participating in ice cream tasting and competition for best ice cream flavor. The vendors will be donating all the ice cream and sponsorships from local companies will be sought to help pay for items needed to support the event. The hope was to have about 500 people. The purpose of the event was to raise money for the Charles River Rotary Club's scholarship fund and to support the Natick efforts in anti-bullying.

Mr. Joseph noted that the proposal was submitted to Recreation but not to the Safety Committee.

Mr. Ostroff thought this was probably the most comprehensive plan for the use of the Common that he had seen.

A motion was made by Mr. Hughes to approve the use of the Common subject to compliance with the recommendations of the Recreation & Parks Department and a review by Lt. Lauzon. Seconded by Mr. Ostroff and unanimously voted.

Mr. Hughes then moved approval for the Charles River Rotary Club to hang a banner across Main Street for the period of June 17-June 22, 2013 in advertisement of the event. Seconded by Mr. Ostroff and unanimously voted.

As the plan was to charge admission and to have live music, Mr. Hughes moved approval of a one day entertainment license. Seconded by Mr. Ostroff and unanimously voted.

Documents - Letter from Hank Szretter, Secretary of the Charles River Rotary Club; a written plan of the event; recommendations from Recreation & Parks Commission

CECIL GROUP: PRESENTATION OF PARKING STUDY EXECUTIVE SUMMARY

Community Development Director Patrick Reffett prefaced the presentation by reminding the Board that five or six months ago the Board authorized pursuing a parking study for the downtown. Making the presentation was Jason Schreiber, Nelson Nygaard and Steve Cecil of the Cecil Group.

Mr. Schreiber noted that being presented tonight was a summary of the work the Cecil Group did over the past several months updating a previous study. The basic points they were asked to analyze were: 1) public parking strategies and location; 2) parking demand and adequacy of supply; 3) parking to enable economic development; 4) parking structure; 5) commuter needs vs other downtown needs.

The study was formed around a number of existing data sources and was extended to the area south of the tracks bound by Washington Avenue.

With respect to parking demand and supply, the finding was that the Town should focus the public parking strategy within the traditional center. That was where the parking supply and management strategies would be the most successful. The Town should not focus the public parking strategy on the edge areas near Union Street and along North Main Street. Existing and future development will need to be largely self-supporting with on-site or nearby shared parking in those areas.

The parking supply appears to be appropriate and adequate in the near term. Based on evaluations of existing supply and use patterns, combined with an inventory and evaluation of existing uses, there was an adequate overall supply of parking within reasonable walking distances of destinations. Existing issues include limited availability of parking in a few places and time periods. There was limited availability within and adjacent to a few blocks along Main Street between Central and the railroad bridge and portions of Middlesex Street. However, parking spaces are normally available nearby these relatively congested areas within a one or two block walking distance.

Many private sector buildings and uses rely on a combination of off-site private and public spaces to meet their needs.

The total supply of reasonably located parking exceeds current demand. The supply would be adequate if property owners or tenants can secure adequate use of either private off-site spaces or public off-site spaces to meet their needs.

On the issue of enabling economic development, Mr. Schreiber reviewed the following findings:

- 1) The existing parking supply was adequate to support economically successful use of existing buildings if the available supply was better used.
- 2) A moderate level of new development in Natick Center can be supported before conversion of surface lots to structured parking will be needed.
- 3) More extensive development of new uses in the downtown will eventually require structured parking.
- 4) As the value of land and development increases over time, an economic threshold will be reached where the private sector will be able to cover the cost of structured parking through the sale revenues or rents on space.
- 5) The Town owns the two most probable sites for structured parking and new development.
- 6) To complete the economic development potential for the Natick Center the Town can elect to offer the parcels for private sector redevelopment including parking structures which would also provide a combination of private parking and public parking spaces needed for other downtown uses. Such an offering will be successful when market conditions in the downtown will allow a positive private sector return on the investment in the parking. The Town could accelerate this process by assisting the development feasibility through grants it might obtain and/or financing mechanisms that it may be able to contribute to a project.

Mr. Schreiber continued that there were four sites that might be considered reasonable candidates for parking structures within the downtown because of their size and proportions. They were identified as the Middlesex Street lot, the South Avenue lot, St. Patrick's lot, and Town Hall lot. The Middlesex Street lot and the South Avenue lot were the best sites for development of a cost effective efficient parking structure.

In the relationship between commuter parking and parking for other downtown uses, Mr. Schreiber noted that in general downtown commuter parking did not economically benefit the downtown. Commuters did not tend to bring much economic benefit and occupied parking spaces and land that could be used to more directly support businesses or residences in the downtown. From the perspective of Natick's economic perspective, it was best to limit the amount of commuter parking relative to other needs except to the extent that it was used by Town residents and provides convenience that makes Natick a more attractive place to live.

In the category of management opportunities, the report listed the following findings:

- 1) Natick can increase the availability of conveniently located spaces through pricing and other methods. They can tailor its meter fees and time limits to encourage turnover in high demand locations and to direct longer term demand to more remote locations. The Town can also encourage Town employees to park in more remote locations, freeing up high demand

- surface lots in the Center for visitors and customers
- 2) Improvements to the pedestrian environment including improvements at key intersections and crosswalks can serve to make the Downtown parking effectively more convenient by better connecting businesses and other destinations. Pedestrian crossing distances can be shortened with public improvements.
 - 3) Enhanced parking signage and wayfinding can serve to better distribute vehicles to appropriate locations and to increase convenience. The Town should invest in signage that clearly indicates parking rules, directs people to parking facilities and helps guide pedestrians back to their cars.
 - 4) The Town should encourage and support off-site parking solutions among private sector uses and development through its land use and development regulatory policies. The Town can incentivize shared parking, which would result in fewer daily vehicle trips and fewer required parking spaces.

Mr. Schreiber identified the short-term vs long-term strategies as:

- 1) In the short-term the Town should focus on parking management methods to enhance the efficient use of existing parking resources
- 2) Over a longer term the Town should monitor parking demand and market conditions and be prepared to offer its two large parking lots as components of private sector redevelopment projects.
- 3) The Town should discourage expansion of commuter parking spaces in the downtown with the possible exception of spaces directed towards Natick residents.

Referring to the map provided, Mr. Ostroff noted there were some shaded areas of privately owned lots, particularly around Casey's Diner and asked if the intention was to calculate those. Mr. Schreiber said yes, people parking there were still customers of the downtown.

Mr. Ostroff inquired if the recommendation was against the Town seeking development opportunities for the Middlesex lot. If someone was interested was there a reason to delay.

Mr. Schreiber responded that there was no reason not to proceed down that path, but make sure the plan was smart.

Mr. Cecil added that in the RFP process the Town would be marketing the Town land stake with the parking leverage the best it could. That would give a better price and better proposals. Market conditions were getting better and he wouldn't be surprised if there were some good responses.

Asked if he was saying that preparing an RFP now was not a waste of time, Mr. Cecil's reply was, "no", just be very thoughtful about it. An RFP was expensive to put together a response and the information the Town would be getting may not be as informative as you may think.

Based on 100,000-300,000 square feet, it was Mr. Joseph's understanding that with prudent planning with economic development in mind there was an opportunity to expand by 50%.

Mr. Cecil agreed there was excess capacity in the parking area and some land and what the Town would be looking for would be for a developer to come forward and say they could develop and park some of the cars off site. When existing opportunities get absorbed the next step was building a parking structure and having uses around it (parking structure) makes sense. The only thing was that the only sights available were the ones the Town owned and spaces had to be retained for people shopping and working here.

Mr. Ostroff noted that a year ago Secretary Bilecki visited and it was the hope that his agency would pay for a portion of a garage on South Avenue, but based on what was learned through the Cecil Group's study, there was not enough demand for them to make that investment.

From the survey Mr. Mabardy asked if Mr. Schreiber felt there was ample parking in the downtown. Mr. Schreiber noted there were many empty spaces. The problem was they were not right in front. They were around the corner.

Mr. Ostroff inquired as to what body would help with the management issues. Was Mr. Schreiber talking about a separate parking authority to help develop some recommendations and bring them forward?

Mr. Schreiber responded that there was no particular rule for how it was done. Every community works within its own administrative authority. Many pass management through the Police, Engineering, Community Development. It was best if it was a coordinated approach and work in coordination with the business community.

Having heard Mr. Schreiber's presentation in Newton, Mr. Joseph asked if it was fair to say that Newton was either underway or in a process to give residents an incentive.

Mr. Schreiber noted that a lot of communities have been trying to step in that direction. What's being explored in Newton was to say to those residents that they should have a stake in what's going on on their street and a portion of the revenues could be shared with that section of Town for improvements. The partnership with the revenues was an important part.

Mr. Mabardy asked about reducing the amount of time allowed at a parking space and Mr. Schreiber advised that many places have eliminated time limits. Time limits were somewhat of a crutch for a poorly

managed pricing system. To a customer it was saying we don't want you here. We only want you to shop in the downtown for an hour.

Mr. Ostroff commented that this study was a milestone in the parking process and there was some good stuff to think about. His hope was to bring back some focused recommendations.

Mr. Joseph found this to be a lot to digest and noted that this was the listening session. This was an opportunity to think about what was wanted in the downtown and he encouraged Board members to think about it. He wanted to invite engagement with Natick Center Associates and start to look at what to do first to encourage people to start parking away from the hot spots.

Ms. White agreed there were some terrific concepts. The challenge would be how to bring those to fruition.

Community Development Director Patrick Reffett told the Board that the Town needed to advise the state whether the report was accepted or if the Town believed there were areas the report didn't touch or if there were edits. He looked through this process for a number of months and believed this was the best parking study. It gave specifics that allow the Town to develop a game plan.

Asked by Mabardy if he agreed with the finding relative to the downtown and the demand, Mr. Reffett felt there was parking. On West Central Street there were 26 spaces, 6 of them were empty today. The Pond Street lot was probably 70-80% available. It was a matter of getting people in vacancies in the building and having the ability for long-term leases for spaces.

A motion was made by Mr. Ostroff to recommend that the Town and/or the State accept this study. Seconded by Mr. Hughes and unanimously voted.

Document - Downtown Parking Strategy for Natick Town Center: Evaluations and Recommendations prepared by The Cecil Group with Nelson/Nygaard Consulting Associates

PROCUREMENT OFFICER, ENVIRONMENTAL COMPLIANCE OFFICER: COMMUNITY AGGREGATION AWARD CONSULTANT CONTRACT

Appearing before the Board were Procurement Officer Peter Roche and Environmental Compliance Officer Robert Bois.

Mr. Roche reported that three proposals were received for the Community Aggregation Consultant contract. All three were reviewed by the Town Administrator, Mr. Bois and himself and the recommendation was to hire Bay State Consultants along with the Peregrin Group. Bay State has a history with the Town and it is a positive working relationship. The quality of their presentation was exceptional and the peregrine Group was instrumental in developing state guidelines and would be good at communicating.

Ms. White noted that a couple of communities recently went out to bid and did not get favorable bids. She wasn't sure it was a terrific market at this time, but it will take quite awhile to get the community aggregation plan approved by the State Utilities and Bay State felt there was an opportunity to get favorable rates.

Mr. Bois added that on average it was taking 4-6 months for the State to approve.

Mr. Mabardy wanted it to be made clear to the residents that this would afford them an opportunity if they desire to participate but there was no obligation.

Ms. White pointed out that the Board wouldn't approve a different electric supplier if it wasn't going to save the residents and businesses money. If an aggregation contract was approved the residents and businesses were automatically in that program unless they opt out. That was why communication efforts were so important so everyone understands.

A motion was made by Mr. Hughes to award the community aggregation consultant contract to Bay State Consulting/Peregrin Group. Seconded by Mr. Ostroff and unanimously voted.

Document - Memo from Procurement Officer Peter Roche

FIRE CHIEF: OVERTIME BUDGET

Mr. Ostroff expressed condolences to the Chief on the loss of a hero in Firefighter Joseph Slattery. Chief Sheridan noted that Firefighter Slattery was second to none. The whole department was saddened but they were a very strong family and would rally around each other.

Chief Sheridan reported that as of January 1, the department was approximately \$80,000 ahead of the overtime expenditure from the previous fiscal year. The stated goal was to reduce overtime through the hiring of five additional personnel. That didn't happen because Civil Service changed their operating system and no list was available to hire new people until late November.

He was only able to get three suitable candidates and they were being counted toward minimum manning. Two more were selected but one dropped out and one was starting on Wednesday. There were still two vacancies.

Chief Sheridan also noted there were three employees out either sick or injured for the entirety of the year. Currently there were four employees out through a combination of injured on duty and sick for an undetermined time.

Chief Sheridan reviewed a chart showing the overtime expenditure.

\$659,965.00 - initial overtime appropriation

\$555,672.09 - OT expended year-to-date for FY13

\$104,292.91- Remaining OT budget

There was \$144,150.24 in unexpended salaries due to the unfilled vacancies leaving \$248,443.15 for overtime as of January 24. That left \$50,000 a month for the rest of the year. If everyone were to come back and the department was fully staffed, the overtime might make it but he was concerned because there were still four people out and the flu was kicking in and people were calling in sick.

Overtime will continue to be monitored on a daily basis, and Chief Sheridan said he would keep the Board informed.

Mr. Ostroff asked about the timing necessary for seeking a reserve fund transfer, and Chief Sheridan responded that with \$250,000 left there were several months leeway.

Mr. Hughes inquired as to what Chief Sheridan had done in terms of shifting people around to lessen the impact of the overtime. Chief Sheridan assured him that he was not being frivolous with the expenditure of overtime. He moved new guys to the floor sooner than normal so that was a savings. Other than that there was not a lot that could be done.

Noting there were two full-time vacancies, Mr. Mabardy inquired as to when they would be filled. Chief Sheridan advised that Civil Service just produced the new list from which to select. In the past he had been successful getting lateral transfers that have already been to the academy and he would try again. Other than that he would go to the statewide list and hire. There were also 2-3 retirements pending in the next couple of months.

Mr. Hughes asked if the Chief had received notice that the retirements would take place by the end of the year. The Chief advised that he only had notice from one but knew that two more were working on it. The one for whom he had notice intended to retire by the end of next month.

If the current pace of overtime continued through the end of the fiscal year, Ms. White asked if the Chief had an estimate of the shortfall. Chief Sheridan did not believe the same amount of overtime would continue because there were new employees coming on board.

Ms. White noted that the overtime appropriation this year in Fiscal 2013 was a bit lower than Fiscal 2012. There was discussion in the budget season that while overtime was very difficult to predict, it was perhaps more challenging because it was not known when the additional firefighters could be brought on board. The Chief said the overtime expenditure for this year was running about \$80,000 over the previous year, but she was showing it was \$105,000 as of December 31.

With about \$250,000 available from February 1 to the end of the fiscal year, assuming an expenditure equal to last year and in light of unplanned absences being up about 25%, Mr. Joseph calculated there would be funds for 3-4 months left.

Chief Sheridan thought the budget was in better shape than just presented. There should not be the same overtime expenditure of last year because there were four new employees. The positive impact of the four new employees was unclear to Mr. Joseph.

While he thought it was important to pay close attention to the dollars, Mr. Ostroff didn't want the Chief to leave thinking he had the support of the Board for keeping down the overtime by putting employees on apparatus without adequate training.

Chief Sheridan gave assurance that measures were taken to ensure safety. The new employees were on the ambulance only and were closely monitored.

Asked what could be done to manage the overtime, Chief Sheridan responded that the option available was to reduce the level of service. The inspection people could be put on the floor, but he had a program improvement request to put another person in there because the inspectional people can't cover the work demands now. He didn't think it was a good way to run a business. The level of service shouldn't depend on how many people get injured or unplanned absences. There was no frivolous expenditure of overtime.

Mr. Joseph pointed out that in quarter 1 of this year there were almost four times the average number of sick days than in each of the previous four years. Within 90 days there was a serious barometer check. Sick time was unpredictable but it should be addressed in Quarter 2 rather than going into Quarter 4. If looking proactively small adjustments could be made. His biggest concern was that in Quarter 1 there was a large difference and nothing was done.

Mr. Hughes questioned Chief Sheridan's use of the words "frivolous overtime", noting he hoped money would never be spent on something frivolous.

Chief Sheridan acknowledged it was a poor choice of words and noted that overtime was tracked daily and reported monthly or if requested weekly to the Town Administrator. If the suggestion was that he

adjust his operation as the expenditure of overtime ebbs and flows, Chief Sheridan didn't think it was reasonable and still be able to maintain the level of service. Sometimes more funding was needed. Sometimes it was not. It wasn't known how this year will play out.

Chief Sheridan added that he didn't think the inspectional service was adequate and didn't think the training was adequate but they did the best they could.

Mr. Joseph respected Chief Sheridan's concerns about staffing but it was frustrating that the presumption was the budget will be short and just ride it out. When Q1 was 390% over previous years, it gave time to change.

Mr. Mabardy understood Mr. Joseph's questions but there were certain things outside the control of the Fire Chief. He thought the Fire Department was doing the best it could considering the number of people out sick or on IOD. Why go on with the percentages, it is what it is and continue to monitor.

Mr. Ostroff thought it would serve everyone well to have a system that was a little more scientific for the likelihood of when the overtime budget would run out.

Mr. Joseph responded to Mr. Mabardy's comments that he appreciated and supported what the Chief was trying to do with the resources. He just wanted to understand why and there was some indication here that nothing was being done. The onus was on communication from everyone.

Mr. Joseph requested and Chief Sheridan agreed to provide a monthly update to the Board.

DPW DIRECTOR: SNOW OVERDRAFT

DPW Director William Chenard noted that every year the appropriation for snow and ice was under-budgeted. The budget was \$150,000, but the salt shed couldn't even be filled for \$150,000.

As of tonight there were 13 snow and ice events. \$169,893 has been paid out with commitments for another \$236,000. He was requesting an overdraft in the amount of \$400,000.

Mr. Hughes questioned why \$400,000 would be needed as opposed to \$250,000 and Mr. Chenard explained that he didn't want to run into the potential there was now that vendors couldn't be paid because there was no money. He had to have enough available to get to a Selectmen's meeting and Finance Committee meeting. If all of it wasn't used it wouldn't be spent.

Mr. Ostroff inquired as to how the equipment was holding up, and Mr. Chenard responded that it was holding up well. Spending for parts and repairs was low.

A motion was made by Mr. Hughes to authorize a snow overdraft in the amount of \$400,000. Seconded by Mr. Mabardy and unanimously voted.

Documents - Memo from DPW Director William Chenard with analysis of past five years spending and breakdown of this year's spending.

At 10:15 p.m. Ms. Gloff left the meeting and a recess was called. The meeting resumed at 10:30 p.m.

FISCAL 2014 BUDGETS

Ms. White reported that the only major change to the budget since January 2 was the filing of the Governor's budget. In his budget Local aid increased from the preliminary budget by \$1.1 million most of which was in Chapter 70 School aid. State charges were down slightly.

Ms. White noted the Financial Planning Committee had adopted ground rules and when additional aid came in after the release of the budget it was attributed to the side of government identified in the budget. If this revenue was included as revenue to the Schools and the final budget approved by the State did not include this additional revenue, that loss of revenue will be entirely on the Schools.

a. DPW

The proposal was to consolidate the 18 separate lines of appropriation throughout the seven divisions of the DPW into 4 - salaries, expenses, municipal energy and snow & ice. The DPW will continue to track everything separately, but it gave the Director flexibility.

Ms. White noted the DPW brought to her attention the opportunity to purchase the recycling packers with CNF (compressed natural gas) as the fuel source. Most DPW equipment was not available in CNG, but the packers were. It was a cleaner fuel and would result in a 40-50% savings. The problem was there wasn't a CNG fueling station, but the thought was that it was worth waiting to see how some of these stations will be developed. The DPW Director will do a cost benefit.

If the inhouse curbside recycling was delayed for a year, the vendor was still in place with a 90 day cancellation notice. Also being looked at was the possibility of creating a temporary CNG fuel station.

The other issue for curbside recycling was the toter. The plan was to purchase vehicles that would have the automated features but not to buy the toters now. However, the question keeps coming up and the Recycling Committee favors getting toters and holding off on going to weekly and staying with bi-weekly with an eye toward going to weekly. Mr. Chenard was getting some updated information.

DPW Director William Chenard advised that the bid of \$522,000 was still in place off the state bid list and the hope was to get a better number using the federal program.

Ms. White added that previously the administration had been throwing around \$1 million to purchase the toters and it appears to be significantly less. The Board's input was requested.

Mr. Hughes inquired if \$522,000 for toters was enough for every resident. Mr. Chenard advised that it would be enough to give every resident currently serviced, all the toters needed by the Natick Housing Authority, and 5-6 toters for each school. The idea was to purchase 96 gallons for everyone.

With respect to the CNG fueling station, Mr. Hughes noted that the Metrowest Regional Transit authority was at least a year away.

Mr. Ostroff inquired as to why the Recycling Committee favored the toters over the weekly. Mr. Chenard said he couldn't speak for the Committee, but there was a consensus that using the toters with the bi-weekly pickup could still increase the recycling rates. The belief was that once the bin was full people were throwing the rest into the trash and going to a 96 gallon toter would increase recycling. For weekly pickup the savings for the first five years was just over \$378,000 with a 15 year savings of \$1.7 million. Going with the toters the savings was \$2.6 million over 15 years.

Mr. Ostroff's concern was the one size approach. For some people 96 gallons was more than they needed. Was it possible to have some 48 gallons or let people stay with the bins? He also recalled the argument being made when consideration was being given to having robotic arms on trash trucks that it didn't work on some of the winding roads.

Mr. Chenard responded that that was a concern but the arm being proposed was somewhat different technically. It appeared to be the future and the way to go.

Mr. Ostroff noted that he spoke with some people at DEP while at the trade show and they will provide a grant that could bring down the cost even more.

Mr. Mabardy was pleased to hear about the purchase of the toters and asked that it be on the Board's next agenda for more information and discussion.

This all came to a head in the last five business days and Ms. White said the administration was getting the information as soon as possible for the Board's next meeting. If members had questions they wanted looked into, she asked that they let her know.

The Board unanimously voted to table the DPW budget to the next meeting. The vote was taken on a motion by Mr. Hughes, seconded by Mr. Ostroff.

b. Water & Sewer

Deputy Town Administrator & Finance Director told the Board that two changes were being proposed to the Water & Sewer budget:

- 1) A gradual reduction in indirect charges against the fund was being proposed. The analysis of the fund shows that while the indirect costs charges were defensible, they were perhaps too aggressive. Indirect costs should be approximately 18% of the fund total. Currently they were near 25%. The proposal was to reduce indirects over a three-year timeframe to ease the impact on general fund revenues.
- 2) Mr. Walters Young stressed that preliminarily the Fy2014 water/sewer rates were forecast to increase. This was due to ongoing analysis of revenue trends within the fund and the impact of weather conditions and averaging in the last several years. The projected increase was 3-1/2%.

When the audit was done, the indirects were found to be aggressive but defensible and Mr. Hughes questioned why reduce the indirects at the same time the rates were being increased. Why do it to the detriment of the general fund. Mr. Walters Young responded that it didn't pass the smell test. He also noted that it was becoming a pattern of the DOR to look closer at everybody's indirects to see that they weren't overzealous.

Ms. White added that by shifting the cost to the general fund over a three year period, it was felt the general fund could absorb those costs. The administration felt it was the right thing to do.

Mr. Walters Young advised that he would be back with likely revisions on health care costs and the MWRA.

Asked for the timeframe for a real number from the MWRA, Mr. Chenard advised that preliminary estimates would come next month but there wouldn't be a rock solid number until June.

Mr. Hughes questioned why vote now if it was known that another vote would have to be taken.

Mr. Walters Young responded that it would send a message of support to the Finance Committee. The hearing schedule was structured to make sure the budgets were in front of the Board at least a week before they were heard at the Finance Committee. Water & Sewer was scheduled to be before the FinCom on February 7.

A motion was made by Mr. Hughes to support the Water & Sewer Fiscal 2014 budget in the amount of \$11,181,164 with the realization the budget will have to be re-voted. Seconded by Mr. Mabardy and unanimously voted.

The Board unanimously voted to set the indirects at \$2,323,579. The vote was taken on a motion by Mr. Hughes, seconded by Mr. Ostroff.

c. Community Services

Ms. White advised that the Community Services budget was proposed to increase \$117,956 or 8.35% in Fiscal 2014. This was to accommodate the addition of a full-time receptionist at the Community Senior Center, a part-time Special Needs Coordinator for the Recreation & Parks Division, and increases in Veteran's benefits.

She explained that normally this budget wouldn't be presented to the Selectmen, but she thought it was important to draw the Board's attention to the major additions.

It was discovered that for the very heavily utilized Community Senior Center one full-time receptionist was essential in conveying information to the people coming in the door. It was taking a currently benefitted part-time position and making it full-time.

Jon Marshall, Director of Recreation & Parks, told the Board that he had been looking at ways to restructure. He thought he could continue as the Director for Special Needs programming, but realized that was not possible. There was a need for a part-time position for programming, particularly the special needs programs. One function of the position would be to look at volunteer services and he would be looking to incorporate into the new position, the Camp Arrowhead Director position. The receptionist position will shift to the Community Senior Center and come off the Recreation site.

The increase in veteran's benefits was attributed to the Veterans' Services Officer's terrific outreach to the community and the utilization of the available benefits by the veterans.

Mr. Hughes stated he wasn't predisposed one way or the other to the Community Services budget.

d. Board of Selectmen

The Board of Selectmen's budget was shown to be increasing by \$95,969 or 8.9%. The driving factors for the increase were one-half the cost for an additional full-time position to support the benefits and payroll function.

The other half was being paid for out of Finance, higher anticipated costs for the annual audit and audit services and the cost of anticipated collective bargaining settlements with unions.

The Board previously stressed the importance of succession planning and Ms. White pointed out there were two functions in Town with essentially no backup: payroll and benefits. Each was performed by one person with no backup and it was a challenge getting those important functions done in a 40 hour work week. If they were to leave, the Town would be in a real bind.

Mr. Hughes inquired as to why the funding was coming from two different departments, and Deputy Town Administrator/Finance Director Michael Walters Young explained that payroll was funded out of finance and the benefits position was funded out of the Board of Selectmen and they wanted to keep that funding separate. The payroll manager reports to the Comptroller and the benefits reports to the Human Resources Director who reports to the Town Administrator so there was a segregation of duties.

A motion was made by Mr. Hughes to support the Selectmen's budget in the amount of \$1,168,695. Seconded by Mr. Ostroff and unanimously voted.

e. Legal Budget

The legal budget was decreasing by \$24,480 or 8% due to the decreased need for labor counsel and litigation costs over the last several years. In addition \$25,000 set aside outside of the Legal budget for Tax Title service has been eliminated.

Mr. Hughes moved to support the Legal budget in the amount of \$280,000. Seconded by Mr. Ostroff and unanimously voted.

Other budgets not being reviewed by the Board but with major additions were Information Technology upgrades and Facilities Management.

Information Technology was proposed to increase by \$165,866 or nearly 19% in Fiscal 2014. This was to accommodate a new Information/Communications Specialist, upgrades to the MUNIS financial management system to accommodate a streamlined Human Resources function and handle the increased needs of technology in Town departments.

Facilities Management was proposed to increase \$207,448 or 8.37% in Fiscal 2014. Part of the increase was for the addition of a new Maintenance Mechanic IV with a specialization in electrical work.

Ms. White reviewed the program improvement requests not being added to the budget.

- 1) A Young Adult Librarian to restore the Young Adult Librarian position at the Morse Institute Library to full-time

Mr. Joseph commented that he was constantly hearing the Library provides a place for kids which meant there was a cost to not doing this.

- 2) Economic Development Officer. This requested position would serve a variety of capacities, but primarily further the work of the Economic Development Committee, work to further the Natick Cultural Center designation and work with various business groups to further economic development in Natick.

Ms. White then distributed information on the impact of allocating \$500,000 to offset the costs of the debt exclusion on Natick taxpayers.

After Mr. Walters Young reviewed the analysis, Ms. White told the Board that she would be concerned that a higher contribution than the \$500,000 would not be sustainable in future years so the taxpayers would not only get the normal increase but the "artificial" reduction would have to be made up. She believed the \$500,000 was sustainable.

Mr. Ostroff was concerned about the sustainability. There was a lot of uncertainty. It was the taxpayer's money but it was also the taxpayers roads, schools, streetlights and he wasn't comfortable (applying the \$500,000) until seeing how the budget proceeds.

Documents - Memo from Town Administrator Martha White and Deputy Town Administrator Michael Walters Young; supplemental memo and analysis on debt services

SPRING ANNUAL TOWN MEETING: WARRANT ARTICLES

The Board had been provided with a list of standard articles and Ms. White distributed an updated list of potential articles.

AUTHORIZE LETTER TO STATE LEGISLATORS: STATE BOND APPROPRIATION FOR SOUTH MAIN STREET CROSSWALKS

On a motion by Mr. Hughes, seconded by Mr. Mabardy, the Board unanimously voted to authorize the Chair to sign and send a letter to the Governor urging the administration to approve the release of \$160,000 in transportation bond funds as approved in the Fiscal 2013 State budget for the purpose of improving pedestrian crossings on South Main Street.

Document - draft letter to the Governor

ACCEPTANCE OF RESIGNATION: OPEN SPACE ADVISORY COMMITTEE: MARGIE BRENNER

On a motion by Mr. Hughes, seconded by Mr. Ostroff, the Board unanimously voted to accept the resignation of Margie Brenner from the Open Space Advisory Committee.

Documents - email from Margie Brenner dated 1/21/13

RATIFICATION OF CONTRACT WITH POLICE SUPERIOR OFFICERS

Ms. White advised that the settlement with the Police Superior Officers was similar to the settlement with the other unions. Over the course of a three year contract they will get to health care rates of 75/25. The cost of the contract in the currently fiscal year which was retroactive back to July 1 was \$41,132. The cost in Fiscal 2014 - \$77,597.

The Board unanimously voted to ratify the contract with the Police Superior Officers covering the period Fiscal 2013-2015. The vote was taken on a motion by Mr. Ostroff, seconded by Mr. Hughes.

Document - Cost breakdown for Fiscal 2013 and 2014 from Sgt. Leo Fitzpatrick

MINUTES

On a motion by Mr. Ostroff, seconded by Mr. Hughes, the Board unanimously voted to approve the minutes of the December 3, 2012 meeting.

ARTHRITIS FOUNDATION: REQUEST PERMIT FOR FUND RAISING WALK, USE OF COMMON, HANG BANNER

On a motion by Mr. Hughes, seconded by Mr. Ostroff, the Board unanimously voted to approve the request of the Arthritis Foundation to use the Common and to conduct a fund raising walk on the public ways of Natick on May 5, 2013 subject to the conditions recommended by Lt. Brian Lauzon and the Recreation & Parks Commission.

On a motion by Mr. Ostroff, seconded by Mr. Hughes, the Board unanimously voted to approve the Arthritis Foundation's request to hang a banner in advertisement of their fund raising walk across Main Street for the period of April 23-May 5, 2013.

Documents - Letter from Elaine Mooney of the Arthritis Foundation dated 10/1/12; email from Lt. Brian Lauzon dated 1/2/13; memo from Jon Marshall, Recreation & Parks Director dated 1/4/13

SELECTMEN'S CONCERNS

- a. Meeting with Legislature

If the Legislators were coming in, Mr. Ostroff requested that questions be given to them with as much advance notice as possible.

- b. Director of Community Services

Mr. Mabardy inquired as to the status of filling the position of Director of Community Services.

Ms. White advised that the position was advertised, candidates were interviewed and the job was offered to someone. Subsequent to making that offer the individual declined to accept. The search was beginning again and plans were being made for the interim.

c. Shining Light Awards

Mr. Joseph reminded everyone that nominations for Shining Light Awards were due this Saturday.

d. Jack Perodeau's retirement

Mr. Ostroff expressed appreciation for Water & Sewer Supervisor Jack Perodeau who retired after 40 years of service to the Town.

ADJOURNMENT

The meeting was adjourned at 11:50 p.m.



Charles M. Hughes, Clerk