

## BOARD OF SELECTMEN

Natick Town Hall

June 8, 2015

6:00 p.m.

**PRESENT:** Chairman Charles M. Hughes, J Richard P. Jennett, Jr., Joshua Ostroff, Nicholas S. Mabardy and John Connolly

**ALSO PRESENT:** Town Administrator Martha White and Executive Assistant Donna Donovan

### Executive Session

Mr. Jennett, seconded by Mr. Mabardy, moved to enter into executive session to discuss matters pertaining to collective bargaining, real property and sensitive information in the course of activities conducted as a municipal aggregator. By roll call vote the Board voted to enter into executive session. Mr. Ostroff, Mr. Mabardy, Mr. Hughes and Mr. Jennett all voted in favor of the motion. At 6:15 p.m. the Board entered into executive session after announcing that the meeting would return to open session. The Chair further announced that discussion of collective bargaining, real property and sensitive information in the course of activities conducted as a municipal aggregator in open session would have a detrimental effect on the Board of Selectmen's negotiating position.

The meeting was opened at 7:10 p.m.

### Announcements

1. Deputy Director of Public Works Tom Collins was recognized for being named one of the top ten public work leaders in the American Public Works Association (APWA). Present to recognize Mr. Collins were APWA Director of the Eastern Region Rick Stinson (DPW Director of Wakefield, MA) and President of the New England Chapter Rick Merson (DPW Director of Needham, MA). Mr. Stinson and Mr. Merson presented Mr. Collins with a plaque. Board members individually thanked Mr. Collins for his many years of dedicated service.
2. Mr. Mabardy announced that the annual Natick Firefighters Memorial Ceremony will be held on Sunday, June 14, 2015 at 9:00 a.m.
3. Chairman Hughes announced that the Metrowest Regional Transit Authority is holding public hearings to discuss implementing a MBTA Charlie Card fare increase.

### Citizen's Concerns

4. Resident Robert Awkward submitted prior petitions in support of preserving 4.1 acres of property at 22 Pleasant Street. Mr. Awkward asked if the Board was in discussions with the Owner regarding purchasing the property. Chairman Hughes responded that it would not be appropriate to discuss in open session.
5. Economic Development Committee Chairman Paul Joseph requested that the Financial Planning Committee keep them apprised of the dual tax rate discussion and outcome. Chairman Hughes responded that any decisions regarding tax rates are made by the Board of Selectmen.
6. Vice-President of FIDO Melissa Carlson gave an update on the proposed dog park stating that they were working on securing funding. Mr. Carlson also stated that they are willing to address any concerns with residents in opposition of the park.

### Appointments with the Board of Selectmen

7. **FY 2014 Audit**

Approved: June 22, 2015

Chris Rogers of CliftonLarsonAllen appeared before the Board to present the FY 2014 annual audit. Mr. Rogers informed the Board that the Audit Advisory Committee recommended that they accept the audit. Mr. Rogers summarized the financial statements speaking on opinion, governmental activities, general fund, budget to actual results, other significant governmental fund balances and enterprise funds. Mr. Rogers focused on some significant footnotes including long term obligations, OPEB, and the pension system. Mr. Rogers further summarized the GAO & OMB A-133 report stating that there were no findings with internal control and compliance laws, regulations, contracts and grants within the GAO report. Also, there were no findings reported in the OMB A-133 report. Mr. Rogers made the following recommendations:

- Communicate, in writing, with the Comptroller's office regarding cash receipts to development agreements, Correspondence should include developer/company name, amount, purpose, restrictions on the use of money, estimated project completion date and conditions surrounding any remaining funds at the end of the project.
- Comply with the requirements of MGL Chapter 30B for all purchases.
- Procedures be implemented where all billings for parking tickets be forwarded to the Comptroller's Office to enable the recording of the applicable accounts receivable on the general ledger. We recommend that all subsequent transactions related to the billings (cash receipts, write-offs and other adjustments) also be recorded (in summary) by the Comptroller's Office on the general ledger. The general ledger should serve as a control account for the parking tickets accounts receivable balance.
- Develop and implement a risk assessment program to periodically anticipate, identify, analyze, and manage the risk of asset misappropriation. The risk assessment program should be formally documented and become part of the Town's financial policies and procedures manual. Also, develop and implement a monitoring program to periodically evaluate the operational effectiveness of internal controls. The monitoring process should be documented in order to facilitate the evaluation of controls and to identify improvements that need to be made.
- The Treasurer/Collector's office should implement procedures to investigate and resolve the credit balances in the accounts receivable accounts for real estate taxes, personal property taxes and vehicle excise taxes.
- The Town should collaborate with its independent audit firm, the NCRS and the NCRS' actuary to plan for the implementation of GASB Statement No. 68 regarding pension accounting and financial reporting.

Mr. Jennett asked Mr. Rogers if he had read management's responses to the recommendations and if the Town was heading in the right direction. Mr. Rogers affirmed this. Chairman Hughes commented that it was the most positive audit he has seen in his 15 years on the Board. Mr. Rogers credited the financial team, stating that it is the best team he has seen in the State. Board members congratulated the financial staff including Ms. White, Mr. Towne and Ms. Cahill on a job well done. **On a motion by Mr. Ostroff, seconded by Mr. Jennett the Board unanimously voted to accept the audit report for the period ending June 30, 2014.**

#### 8. Quarterly Report FY 2015 – 3<sup>rd</sup> Quarter

Comptroller Ginny Cahill appeared before the Board to present the 3<sup>rd</sup> quarter of 2015 financial reports. Ms. Cahill gave an overview of the financial operations of the General Fund, Water/Sewer Enterprise and Sassamon Trace Enterprise fund operations as of the end of the third quarter of Fiscal Year 2015. Ms. Cahill stated the following:

- a. General Fund Revenues closed slightly ahead of target at 78.4% of budget for March 31, 2015.
- b. General Fund Expenditures closed at 69.50% of the budget as of March 31, 2015.
- c. Water/Sewer Fund revenues closed at 81.3% of as of March 31, 2015.
- d. Golf Enterprise Fund revenues closed 78.7% of budget as of March 31, 2015.

Ms. Cahill further explained each revenue and expenditure budget item line by line. Board members thanked Ms. Cahill and the overall financial team.

#### 9. Useful Life for Equipment in Anticipation of Borrowing

Treasurer Stephen Price appeared before the Board to request they authorize the useful life of the following:

- Parking meters in the amount of \$170,200 with a maximum useful life of 10 years.
- Cole Center air handler in the amount of \$100,000 with a maximum useful life of 10 years.
- M-2 truck replacement in the amount of \$100,000 with a maximum useful life of 7 years.
- S-37 hooklift & chassis in the amount of \$230,000 with a maximum useful life of 10 years.
- S-38 small multi-body truck in the amount of \$130,000 with a maximum useful life of 10 years
- Town Hall HVAC rooftop units in the amount of \$110,000 with a maximum useful life of 10 years.

**On a motion by Mr. Ostroff, seconded by Mr. Jennett, the Board unanimously voted to set the useful life on the above 6 items as presented.**

#### **10. Provisional Sergeant Promotion**

Police Chief James Hicks appeared before the Board to request the promotion of Detective Richard Halloran to Police Sergeant as a provisional appointment. Chief Hicks stated that in October of 2014 Lieutenant Leo J. Fitzpatrick was promoted to the position of Lieutenant and Detective Chad Howard to Provisional Sergeant filling one of the two existing positions for Police Sergeant. Chief Hicks would like to fill the remaining existing position of Police Sergeant. At this time there is no active certification list for promotion to Sergeant. Chief Hicks cited Detective Halloran's 25 years of service stating that he has garnered respect from those within and outside the department. **On a motion by Mt. Jennett, seconded by Mr. Ostroff, the Board unanimously voted to approve the promotion of Detective Halloran to Sergeant as a provisional appointment effective June 10, 2015.** Board members commended and congratulated Detective Halloran. In response to Mr. Mabardy's question about the civil service exam process, Chief Hicks responded that the process was at collective bargaining.

#### **11. Parking Advisory Committee**

Police Chief James Hicks provided an update to the Board since they last appeared on March 2, 2015. Chief Hicks stated that the following items have been addressed:

- Evaluate current signage needs and develop proper signage - Town staff has evaluated the signage needs for all parking lots involved in this project and has moved forward to implement this signage plan. This will include the addition/removal of several sign posts, adding pavement markers and other minor construction to assist with proper traffic flow. In addition the committee is working with Natick Cultural District and Natick Center Associates to develop signage for general parking direction (wayfinding).
- Parking Kiosks/Meters-The Committee has reviewed several vendors for this equipment. They have worked with the Metropolitan Area Planning Committee to evaluate vendors that have done work in the state and with surrounding communities. All of the vendors met with the committee and demonstrated their product as well as answered questioned on how their product could fit into the parking plan. The committee chose the Luke II Kiosk System from ITS and POM Systems for single space meters as the preferred vendors. After much consideration the committee felt these vendors can provide what is needed for the overall plan. The Luke II will allow payment with credit cards and a telephone application. The Committee recommends placing the kiosks in six (6) locations in parking lots. The committee recommends not having the ability to pay with credit card at single space meters due to the high administrative costs.

Chief Hicks further stated that the committee recommends the following implementation schedule:

- July 1<sup>st</sup> - Notify Town Hall Staff and Permit Holders of parking location changes/updates -
- July 6<sup>th</sup> – July 31<sup>st</sup> – Place information leaflets to inform visitors of parking changes in affected areas on vehicles-.
- August 1<sup>st</sup> - Estimated date for installation of kiosks and meters
- August 15<sup>th</sup> - Implementation of new meter rates and locations
- August 15<sup>th</sup> – August 31<sup>st</sup> – Issue warning notices for violators in new enforcement areas
- September 1<sup>st</sup> - Full implementation of parking plan

Mr. Mabardy inquired about the costs and asked if grants were available. Chief Hicks responded that grants were not available, a cost analysis was currently being done, and funds were appropriated at Fall Town Meeting. The full cost is expected to be \$170,000 and \$200,000 was appropriated. Chief Hicks

presented some revised signage pertaining to permitting and will provide further signage at a later date. In response to Mr. Jennett’s question about long term commuter parking, Chief Hicks replied that it was not addressed in this phase. Chairman Hughes commented that he has received complaints from residents on South Street regarding vehicles parking there all day and there is no signage or meters. Mr. Ostroff added that commuter parking may become available at the Sons of Italy location and the Safety Committee has been asked to look into a safe walking route from there. **On a motion by Mr. Jennett, seconded by Mr. Mabardy, the Board unanimously voted to approve the purchase of six Luke II kiosks from ITS.**

**12. Natick Center Cultural District (NCCD)**

Artie Fair, Chairman of the Natick Center Associates (NCA) and Steve Levinsky of the Cultural District Programming Committee appeared before the Board to present the Strategic Plan and to present proposed revisions to the Memorandum of Understanding (MOU) and Agreement with the Town of Natick and to request a 3% transfer to support NCCD initiatives. Mr. Levinsky summarized the strategic plan and read the mission of the NCCD which is “to cultivate a lively, accessible and diverse downtown neighborhood by enhancing the cultural, economic and social life of our community. We are led by an innovative partnership of public, private, nonprofit and cultural voices.” Ms. White presented the proposed revisions to the MOU and Agreement stating that the original agreement was not the most effective and Town representatives should be better balanced with representation from the creative sector. Ms. White also stated that Town representation will continue with the Community and Economic Development Director being a member of the NCA Board of Directors, and her (Town Administrator) being a member of the NCA Executive Committee. Additionally, the original Advisory Board will be replaced with a Programming and Events Committee. **On a motion by Mr. Jennett, seconded by Mr. Ostroff, the Board unanimously voted to approve the changes to the Agreement and MOA as presented.**

Ms. White requested 3% year-end transfer in the amount of \$74,000 from the Department of Public Works to the Selectmen’s Other Charges/Expenses account, specifically to supplement the \$8,000 appropriation for Natick Center Revitalization approved within the FY 2016 budget. Thus, the total available funding in support of Natick Center Revitalization initiatives would be \$82,000. In response to Chairman Hughes question regarding the decision of what to spend money on, Mr. Levinsky stated that it is determined by the Executive Committee of NCA. Mr. Mabardy expressed concern with this request stating that NCA was not a town department. **On a motion by Mr. Jennett, seconded by Mr. Ostroff the Board voted 3-1 to transfer \$74,000 from shared expenses – Employee Fringe Benefits- Other Personnel Services (Medical Insurance) to Board of Selectmen/Town Administrator – Other Charges & Expenditures (Natick Center Revitalization) under the 3% year-end transfer rule. Mr. Mabardy opposed.**

**Discussion and Decision**

**13. Compliance Certificate – 10 Nouvelle Way, Unit 501**

**On a motion by Mr. Ostroff, seconded by Mr. Jennett the Board unanimously voted to approve the compliance certificate for 10 Nouvelle Way, Unit 501.**

**14. Town Meeting Warrant Article 6 - Home Rule Petition to Allow Lease of Former Middlesex Avenue Parking Garage Site & Article 7 - Home Rule Petition to Allow Lease of South Avenue Parking Lot Site As authorized by the 2015 Spring Annual Town Meeting, on a motion by Mr. Jennett. Seconded by Mr. Ostroff, the Board unanimously voted to ask the Town’s Legislators to submit a home rule petition that would allow Lease of the Former Middlesex Avenue Parking Garage Site and South Avenue Parking Lot Site.**

Board members discussed the composition of the newly formed RFP Committee voted by the Board on April 13, 2015. Resident Paul McKinley recommend two members at large, one with development experience. Economic Development Committee Chairman Paul Joseph asked the Board to consider offering consulting services to the committee to provide guidance and feedback. After some discussion, Chairman Hughes recommended deferring this until they advertise for vacancies and review the pool of candidates. **On a motion by Mr. Ostroff, second by Mr. Jennett, the Board unanimously voted to approve publishing a notice seeking committee members to the newly formed RFP Committee.** Mr. Ostroff will send a draft notice to Chairman Hughes for review.

**15. Confirm Re-appointment of George Richards to the Golf Course Advisory Committee**

**On a motion by Mr. Ostroff, seconded by Mr. Jennett, the Board unanimously voted to confirm the Town Administrator's re-appointment of George Richards to the Golf Course Advisory Committee.**

**16. Proposed Meeting Schedule**

**On a motion by Mr. Mabardy, seconded by Mr. Ostroff, the Board unanimously voted to approve the Board of Selectmen Meeting schedule through December 31, 2015 as presented.**

**17. Water Ban**

The Board reviewed a memo from Deputy Town Administrator Bill Chenard requesting that the Board authorize the Town Administrator to issue a water ban in the event that one is needed. Mr. Chenard recommended implementing the following:

Watering Schedule

- Residents and Businesses occupying a building with an odd number address are asked to water lawns and gardens on Tuesday, Thursday and Saturday
- Residents and Businesses occupying a building with a even number address are asked to water lawns and gardens on Wednesday, Friday and Sunday

Restrictions on outside water use

- Watering of lawns, shrubs and gardens limited to three days per week (based on house address)
- Please avoid outside water use between the hours of 9:00 am to 5:00 pm.
- Avoid washing of sidewalks, patios and driveways (excluding businesses for safety / health reasons).
- Water only when necessary. Please be aware that a healthy lawn only requires a maximum of one (1) inch of water per week.
- Maintain your lawn at a height of at least two (2) inches. This practice will protect roots and retain soil moisture.

**On a motion by Mr. Mabardy, seconded by Mr. Ostroff, the Board unanimously voted to approve the water ban as presented.**

**18. Order of Taking – Cider Mill Lane**

**In follow up to a vote at Town Meeting, on a motion by Mr. Jennett, seconded by Mr. Ostroff, the Board unanimously voted an Order of Taking for Cider Mill Lane.**

**19. Strategic Planning Review Committee Update**

Mr. Ostroff recommended amending the committee name and charge as follows:

Amend the name and charge of the Strategic Planning Review Committee to the Master Planning Steering Committee, to be appointed by the Board of Selectmen with the following charge.

1. Incorporate the learning of Natick 360 and the Strategic Planning Review Committee into an updated Master Planning process.
2. Advise the Planning Board and other Town agencies on the scope, process, deliverables, budget and timing to procure and develop an updated and comprehensive Master Plan to be adopted by the Town in accordance with MGL.
3. Assist with the Master Planning process, including creation of an updated Plan, work with Town and outside agencies, consultants and the public, and make reports to other town agencies and the public.
4. Engage with the public to help ensure diverse input and perspectives in the development of the Master Plan.
5. Ensure the incorporation of complementary planning efforts into the process to ensure coordination of town work

The composition of the Master Plan Steering Committee shall include representatives of the Planning Board, Board of Selectmen, School Committee, Finance Committee, Conservation Commission, and at large members.

Mr. Ostroff stated that the recommendations were voted by the Strategic Planning Review Committee on May 28, 2015 and by the Planning Board on June 3, 2015. Mr. Jennett stated that although he was in support of a Steering Committee he did not agree with the proposed responsibilities. Mr. Mabardy expressed the importance of developing a Master Plan. Chairman Hughes stated that the Board will be hiring a professional consultant to develop the Master Plan at an estimated cost of \$300K - \$500K and it should take up to three years to complete. Ms. White informed the Board that the Council on Aging would like to be involved in the process. **On a motion by Mr. Jennett, seconded by Mr. Mabardy, the Board unanimously voted to rename the Strategic Planning Review Committee to the Master Planning Steering Committee with the charge presented.**

**20. Appointment of the DPW Director to the MWRA Advisory Board**

It was recommended by Mr. Ostroff that the Board appoint DPW Director Jeremy Marsette to the MWRA Advisory Board stating that most communities have senior public work staff on the Board. Current appointee Keenan Vembu has shown interest in other opportunities and it was recommended that he be introduced to Sustainability Coordinator, Jillian Wilson-Martin to discuss. **On a motion by Mr. Mabardy, seconded by Mr. Ostroff, the Board unanimously voted to appoint DPW Director, Jeremy Marsette to the MWRA Advisory Board.**

**Requested Action**

- 21. On a motion by Mr. Mabardy, seconded by Mr. Jennett, the Board unanimously voted to approve the minutes of July 14, 2014 as amended.**
- 22. On a motion by Mr. Jennett, seconded by Mr. Mabardy, the Board unanimously voted to approve the Bacon Free Library's request to close Mill Lane on June 21, 2015 from 5:30 to 8:30 p.m. with the condition that the Public Safety Dispatch be notified when the roadway is closed and again when it is re-opened.**
- 23. On a motion by M. Ostroff, seconded by Mr. Jennett, the Board unanimously voted to approve Natick Friends of the Fourth of July, Inc.'s request to revise their parade route to form at Wilson Middle School, travel down Rutledge Road to Route 27, to Rote 135, ending in front of St. Patrick's Church.**
- 24. On a motion by Mr. Ostroff, seconded by Mr. Jennett, the Board unanimously voted to approve the Charles River Rotary Club's use of the Natick Common on June 27, 2015 (rain date June 28, 2015) from 12:30 p.m. until 3:00 p.m. and to reserve nine parking spaces on park Street for set-up conditioned upon two detailed police officers being stationed at 1) the crosswalk at South Main and Common Street and 2) the intersection of Rt. 27 and Rt. 135.**

**Town Administrator's Notes**

25. Ms. White submitted an updated list of new positions since FY 2013 in response to Mr. Connolly's request on May 11, 2015.
26. Ms. White updated the Board on the status of the Morse Pond Well testing positive for EColi stating that even though there was no danger to the public they were obligated by the DEP to inform the public.

**Selectmen's Concerns**

27. Mr. Mabardy requested an update on the Marion Street Bridge project. Mr. Ostroff informed the Board that the bid opening is scheduled for July 10<sup>th</sup> and a Notice to Proceed should be issued within a month from that date.
28. Mr. Mabardy requested updates from the Financial Planning Committee meetings.
29. Mr. Mabardy requested the status of the hiring of a Facility Maintenance Director. Ms. White responded that the final round of interviews were being conducted this week by her and School Superintendent Peter Sanchioni.

On a motion made by Mr. Jennett, seconded by Mr. Ostroff, the Board unanimously voted to adjourn at 11:15 p.m.



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*Nicholas S. Mabardy, Clerk*

**A list of all documents used at this Board of Selectmen meeting are available at:**

<http://naticktown.novusagenda.com/agendapublic/MeetingView.aspx?MeetingID=162&MinutesMeetingID=-1&doctype=Agenda>