

BOARD OF SELECTMEN – TOWN OF NATICK

MEETING MINUTES

EDWARD H. DLOTT MEETING ROOM - NATICK TOWN HALL

February 16, 2016

6:00 PM

PRESENT: Chairman Charles M. Hughes, Vice Chair J. Richard P. Jennett, Jr., Clerk Nicholas S. Mabardy, Member Josh Ostroff, and Member John J. Connolly

ALSO PRESENT: Town Administrator Martha L. White and Executive Assistant Trish O'Neil

Chairman Richard Jennett called the meeting to order at 6:00 p.m. and requested a motion to enter into Executive Session.

Mr. Connolly, seconded by Mr. Ostroff, moved to enter into Executive Session to discuss matters pertaining to Real Property, Litigation, and Collective Bargaining, with the Chair announcing that discussion of Executive Session matters in Open Session would have a detrimental effect on the Board of Selectmen's negotiating position and the Town's interests. By a roll call vote, Mr. Hughes, Mr. Jennett, Mr. Mabardy, Mr. Ostroff, and Mr. Connolly all voted in favor of the motion. The Board entered into Executive Session at 6:05 p.m. after announcing that the meeting would return to Open Session at approximately 7:00 p.m.

Open Session reconvened at 7:10 p.m. The Pledge of Allegiance was recited and a moment of silence was observed for those protecting our rights and freedoms.

ANNOUNCEMENTS

Mr. Ostroff announced that there would be a public information session regarding the Cochituate Rail Trail on March 21st.

CITIZEN'S CONCERNS

Town Clerk Diane Packer reminded all that the Presidential Primary will be held on March 1st with voting hours from 7:00 a.m. to 8:00 p.m. Precinct 10 voters will now cast their votes at the Community-Senior Center. Absentee ballots are available in the Town Clerk's office.

WHAT'S NEW

Communication/Information Officer - Board and Committee Database Software Demonstration: Kathy Lentini presented a slideshow to give an overview of the new software that will help to better track committees, both internally and externally. The software will show current vacancies, committee member rosters and term lengths, and an online application. Ms. White stated that there is currently no contact information for committee members online but that is in the works.

APPOINTMENTS WITH THE BOARD OF SELECTMEN

1. **Interviews for Appointments to the Sawin House Advisory Committee:** The Board interviewed Moire Balsam, a Natick resident and Town Meeting member from the 4th precinct, who is an attorney and was a history major in college with an interest in seeing the Sawin House preserved. After she provided further background information, Mr. Hughes, seconded by Mr. Ostroff, moved to nominate Ms. Balsam as a committee member, and the Board voted unanimously in favor of her nomination. A letter confirming her nomination will be sent to the Town Moderator, Frank Foss, the appointing authority for the Sawin House Advisory Committee. Mr. Duane Houghton, a potential nominee to the committee who was expected to be interviewed this evening, has been rescheduled to come to the next Selectmen's Meeting on February 29th.
2. **Interviews for Appointments to the West Natick Fire Station 4 Building Committee:** John Ciccariello, a former Selectmen and member of Town Meeting and the Finance Committee who is well known to the Board, has been appointed by FinCom as their representative on the Committee. Will Schoenig, a facilities manager who is a Town Meeting member and graduate of the Leadership Academy was also interviewed by the Board, along with Andrew London, a licensed architect who lives in the Sherwood neighborhood adjacent to the Fire Station. All candidates provided pertinent background information and answered questions posed by the Board Members. On a motion by Mr. Ostroff, seconded by Mr. Connolly, the Board voted unanimously to confirm Mr. Ciccariello's appointment by FinCom. On a motion by Mr. Jennett, seconded by Mr. Ostroff, the Board voted unanimously to appoint Mr. Schoenig and Mr. London members-at-large. On a motion by Mr. Hughes, seconded by Mr. Ostroff, the Board voted unanimously to appoint Mr. Ciccariello Chair of the committee.
3. **Chief of Police :**
 - a. **Acceptance of Police Department Strategic Plan:** Chief Hicks provided the Board with the Police Department's Strategic Plan, meant to be a "living document" that will be updated annually, that outlines goals and objectives that will allow the Department to provide the most efficient and effective police services possible to the Town. Chief Hicks requested that the Board, as the appointing authority, accept the plan with a vote, thereby confirming a consensus regarding how the Police Department will move forward. On a motion by Mr. Ostroff, seconded by Mr. Connolly, the Board voted unanimously to accept the Police Department Strategic Plan.

b. Staffing Updates:

- **Provisional Promotion to Sergeant - Officer James Quilty:** Chief Hicks stated that there is no active certification list at the moment but the Board can make a provisional appointment to this position. Chief Hicks highly recommended Officer Quilty, stating that he has gone above and beyond expectations, obtaining many different certifications and both his Bachelor's and Master's Degrees while working full-time and raising three children. The effective date would be March 6, 2016. Moved by Mr. Mabardy and seconded by Mr. Jennett, the Board voted unanimously to appoint Officer Quilty to the position of Provisional Police Sergeant effective March 6, 2016. Mr. Connolly asked whether this action would be construed as disrespecting the Civil Service process and Chief Hicks assured him that there is currently no active certification list.
- **Appointment of Permanent Reserve Officers - Allison Lucenta and Patrick Grady:** Chief Hicks requested Board approval for the appointment of two permanent reserve officers to fill two current vacancies. These appointments would require a bypass of Alexandra Boudreau, a candidate who appears higher on the Civil Service Certification List than the recommended candidates, who Chief Hicks feels are stronger candidates for the open positions. These appointments would be effective February 19, 2016. Moved by Mr. Ostroff and seconded by Mr. Jennett, the Board voted unanimously to approve the bypass. Moved by Mr. Jennett and seconded by Mr. Ostroff, the Board voted unanimously to appoint Allison Lucenta and Patrick Grady permanent reserve officers effective February 19, 2016.

c. Safety Committee Recommendations:

- **Street Light on Westview:** This item was tabled at the last Selectmen's Meeting for further discussion since Westview is not a Town-accepted way. Chief Hicks stated that since then, he has had additional requests from residents of Garden Road and these are to be discussed at the next Safety Committee meeting. Mr. Ostroff pointed out that the Town owns many street lights on unaccepted roads and that if there are existing poles on which they can be installed, he would not take issue with it. Mr. Hughes pointed out that the distinction, however, is that there is an accepted road in town, Newfield Road, where multiple street lights are wanted, and though Westview is not town accepted, the residents are asking for only one light. Mr. Connolly pointed out that Newfield Road lights would constitute a significant expense to the Town without support from the street's residents. The Safety Committee's recommendation is to install a street light on Westview. On a motion by Mr. Ostroff, seconded by Mr. Connolly, the Board voted unanimously to approve the installation of a street light on Westview Road.

- **Audible Signal Repairs:** The Safety Committee has recommended that the audible tones be reestablished. Fire Chief White's inquiry has shown that the signals are actually broken (not simply disabled as had been thought) and in need of repair. The "APS" buttons required to fix the signals would cost \$1200 each if purchased through Central Mass Signal (currently under contract with the Town). Chief White has suggested purchasing them from Ocean State Signal at a cost of \$650 each and then having them installed by Central Mass Signal at a significant cost savings. Six buttons are needed at East Central & Union at a cost of \$3900, four buttons at East Central & Fire Station at a cost of \$2600, and three buttons at East Central & North Main Street at a cost of \$4550, for a total cost of \$11,050. Mr. Ostroff expressed concern as to the funding source. Mr. Hughes questioned whether a transfer from the Reserve Fund to cover the cost could be accomplished and Ms. White thought that was a good idea. Moved by Mr. Hughes, and seconded by Mr. Marbardy, the Board voted unanimously to support and request a transfer from the Reserve Fund. Chief Hicks stated that he would make Chief White aware of this evening's vote and would put forward a request to make the transfer from the Reserve Fund.

4. **Town Clerk - Parking for Elections on March 1 and March 29, 2016:** Ms. Packer stated that the Morse Library is the only polling location in town that does not provide on-site free parking, and she is requesting that parking meters be bagged there and at various other locations. Ms. Packer has received approval for this by the Police Chief. On a motion by Mr. Ostroff, seconded by Mr. Connolly, the Board voted unanimously in favor.

5. **Parking Advisory Committee Chair - Parking Update/Rates at Pond Street:** Paul McKinley provided a status report since the implementation of various parking changes. Though there have been many objections voiced, things are working pretty well in general according to the committee Chair. There is more than adequate parking for businesses, though permit parking is a bit tight. The three-tier metered rate seems to have incentivized some businesses to purchase business permits. Mr. McKinley asked Chief Hicks to provide the update on Pond Street. The Chief reminded the Board that the committee had previously voted to make Pond Street a two-hour maximum parking lot but many of the business in that area have requested an area in which longer-term parking would be available. The consensus has been to make Pond Street a four-hour maximum lot, and there is also interest in changing the meter rate from 25 cents for 30 minutes to 25 cents for one hour of parking. There had also been concerns about the new meters not being emptied often enough so twice per week collections were instituted about a month ago. Jeff Towne, the Deputy Town Administrator for Finance, is managing the kiosks, which can be done remotely. An instruction manual has also been created for use of the kiosk Smart Cards. The request this evening is for the Board to schedule a Public Meeting

concerning parking changes at the Pond Street Lot. Mr. Hughes directed that a Public Meeting be scheduled for the next Selectmen's Meeting.

DISCUSSION AND DECISION

6. Director of Community and Economic Development :

- a. Endorse the RFP for the Targeted Economic Development Action Plan:** Jamie Errickson, Director of Community and Economic Development, and Maeghan Welford, Chair of the Economic Development Committee, shared a draft RFP, voted favorably by the Economic Development Committee, with the Board to be issued for the purpose of securing a consultant who specializes in economic development for municipalities with the goal being to complete an economic development analysis and action plan for the Town. Mr. Jennett asked if this was to be done separately from the Master Plan, and Mr. Errickson stated that it was because it is to be a micro-level analysis and targeted action plan that will fit into the Master Plan. On a motion by Mr. Jennett, seconded by Mr. Ostroff, the Board voted unanimously to support the issuance of the RFP as outlined above.
- b. Community Compact Cabinet:** In a mutual agreement between the State and a Town, a community will agree to implement at least one "best practice" and the State will line up some of their best resources and even funding to support its implementation. Mr. Errickson stated that the Town has signed up for "Complete Streets" - a policy designed to develop a connected, integrated network of streets that enables safe access for all users of the road, including pedestrians, cyclists, motorists, etc., and for which there is anticipated to be some State funding. Each community may sign up for three programs. Mr. Ostroff indicated that the State provides applicants a grade for the Complete Streets packet and Natick scored a 93, which makes the Town eligible for \$50,000 in technical grant assistance. Mr. Errickson stated that the Complete Streets program could make the Town eligible for up to \$400,000 in additional funding for implementation.
- c. CRT Project Modification - Request Change of Southern Terminus:** As explained in a memo by Mr. Ostroff, "The proposed change is to separate the project into two phases. In Phase 1, the trail would terminate at Willow Street, about 1000 feet north of the MBTA tracks in Natick Center. Trail users would continue on Willow and North Main to Natick Center. Phase 2 would continue the CRT all the way to Natick Center." Separating the project into two phases would allow for the planned redesign and rebuilding of the MBTA station and the servicing of a drainage issue by the MBTA in that area. Mr. Ostroff stated that a public information meeting is scheduled for March 21st. On a motion by Mr. Jennett, seconded by Mr. Ostroff, the Board voted unanimously to approve a letter to the State

requesting that construction terminate at Willow Street for Phase 1 of the project.

7. **Approve and Sign 2016 Spring Annual Town Meeting Warrant**: On a motion by Mr. Jennett, seconded by Mr. Ostroff, the Board voted unanimously to approve and sign the Warrant for Spring Annual Town Meeting. The Warrant Articles will be discussed at the next Selectmen's Meeting on February 29th.
8. **Review of Fiscal Year 2017 Budgets**: According to Mr. Towne, all of the following appropriations were voted favorably by the Finance Committee. Moved by Mr. Jennett and seconded by Mr. Ostroff, in five separate motions, the Board voted unanimously to support the following FY 2017 budget appropriations.
 - a. **Employee Fringe Benefits**: \$16,186,495.
 - b. **Property Liability Insurance**: \$641,750.
 - c. **Contributory Retirement**: \$8,194,354.
 - d. **Non-Contributory Retirement**: \$42,803.
 - e. **Debt Service**: \$10,495,357.
9. **Town Administrator Evaluation**: Mr. Jennett stated that one more evaluation is needed from Mr. Mabardy, who said he would provide it tonight. Ms. White mentioned that though it is not mandatory, it is good practice for the Board Members to meet with her to discuss their evaluations of her, though not all Board Members have done so. Mr. Hughes agreed that it would be a fair practice to discuss their evaluations with her. Mr. Connolly stated that his interpretation of the Town Policy regarding the Town Administrator's evaluation was that the decision to meet with her would be at the discretion of each Board Member.
10. **Sign Ameresco -Mass Pike Structured Tax Agreement**: Ms. White reminded the Board that this item had already been approved by Town Meeting and simply requires signatures. Mr. Hughes stated that no vote was necessary to sign. A majority of the Board Members signed the agreement.

REQUESTED ACTION :

11. Natick Center Associates - Request for Use of the Common for Farmer's Market - May 7-November 5, 2016: Moved by Mr. Connolly and seconded by Mr. Ostroff, the Board voted unanimously to approve use of the Common as above. Moved by Mr. Connolly and seconded by Mr. Ostroff, the Board voted unanimously to approve the request for use of designated parking spaces for vendors.

12. Family Promise - Request to Conduct Walkathon - April 9, 2016: Moved by Mr. Ostroff and seconded by Mr. Connolly, the Board voted unanimously in favor.

TOWN ADMINISTRATOR NOTES

None.

SELECTMEN'S CONCERNS

Mr. Mabardy asked that Steve Levinsky, Chair of the Personnel Board, be reminded that he had previously requested the employee compensation market analysis that was done since he has not yet received it. He also brought with him a letter from a resident and asked that the Selectmen's Office respond. Mr. Mabardy requested that the Deputy Town Administrator for Finance forecast revenue growth and Ms. White stated that this information could be found in the budget book compiled by Mr. Towne.

Mr. Connolly mentioned that the sign honoring Trooper George L. Hanna, gunned down in 1983, had fallen and asked if he could reach out to Mr. Marsette at the DPW to have it put back up. Mr. Hughes encouraged him to contact Mr. Marsette.

ADJOURNMENT

On a motion by Mr. Connolly, seconded by Mr. Jennett, the Board unanimously voted on a roll call vote to adjourn the Board of Selectmen's Meeting at 10:30 p.m.



Nicholas S. Mabardy, Clerk

February 16, 2016 Board of Selectmen Meeting Minutes Approved by the Board of Selectmen on August 22, 2016

po'n

All documents used at this Board of Selectmen meeting are available at:

<http://naticktown.novusagenda.com/agendapublic/MeetingView.aspx?MeetingID=243&MinutesMeetingID=-1&doctype=Agenda>