

Board of Selectmen Minutes 03/07/2016

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Board of Selectmen	March 7, 2016
Regular Session	Al Merritt Media and Cultural Center, Market Street

Present:	Philip Crawford, Chairman
	Thomas Terranova Jr., Selectman
	Christopher Barrett, Selectman

Chairman Crawford called the meeting to order at 7:30 p.m. He announced that the meeting was being recorded for transmission via cable television. He led those assembled in the Pledge of Allegiance.

Petition warrant article on Glen Meadow Playground

Chairman Crawford recognized members of the Lynnfield Moms group, which has submitted a petition to seek funding for upgrades to the Glen Meadow playground. Erika Wilson said that the group is made up of 170 members who are mothers of about 300 children under the age of six. The group earlier sent a letter to the Board on the state of the Town's playgrounds. The group has raised \$19,000 toward playground improvements and is continuing its efforts, but is now also seeking Town funds to complete the project, which is estimated at \$170,000. The warrant article petition has 90 signatures and group members are getting more. The group asked the Board to recommend passage of this article at town meeting.

Chairman Crawford said that members of this group, Townscape, Inc. and others participated in a volunteer fall cleanup effort at the park. He said that it was apparent some of the equipment is aging and that there might be safety issues. He read the petition article and said Town Counsel Thomas Mullen assisted with the wording. He said this is a great thing to bring forward and said Glen Meadow is the Town's most centrally located park. He said he would support this effort, and the motion to be made at town meeting based on the amount of funds needed to supplement the privately raised funds.

Selectman Terranova thanked and congratulated the group for its hard work. He said he visited the Town's parks and met with the director of public works, making a long list of items to be addressed. Some have been addressed and some have not. He said it is important to make sure the department of public works maintains any improvements so that children can enjoy them safely for years to come.

Selectman Barrett thanked the group for doing tremendous work and said he would do anything he could to support their efforts.

Fields project update

Fields Committee Chairman Arthur J. Bourque III appeared before the Board to give an update on the fields project. He said the construction for David W. White is finished at the high school, and the Town has received as-built documents, which have been reviewed for accuracy by the town engineer. This will allow the Conservation Commission to close out the permits for the 2001 renovation project, the 2012 school expansion project and the fields project, as well as three Department of Environmental Protection permits.

Mr. Bourque said that there is \$56,116 remaining in the budget, of which \$7100 is committed to a block wall around the bullpen, as the clay mounds were leaching. The committee did not complete the resurfacing of the tennis courts, for which \$18,000 was budgeted, as the contractor said the patch job that was planned would not be a good investment, and he is seeking quotes for resurfacing of the courts. He said the remaining funds in the budget will not be sufficient for this purpose; he will look to see if there are sufficient funds remaining in the Town-wide fields appropriation to take up this project. He noted that the high school fields have been nominated for an American Sports Builders Association national award.

Mr. Bourque said that the Town-wide project had an \$822,000 appropriation, and with contracts and change orders already approved, of that sum \$590,424 has been committed in contracts and change orders, so far, \$262,000 has been spent. Changes include fences and gates at Glen Meadow Park and paths and drainage at Newhall Park. He said that he expects drainage work at Newhall to cost about \$50,000, which would correct a problem in which the Bali Hai parking lot and much of the surrounding area drains onto the baseball fields and the tennis court. He said the committee was not aware of this problem before the engineers reviewed the issue. The contractor called during a three-inch rainstorm saying that water was pooling on the field and court. He said the proposed solution is to add drainage at the base of the wall to pipe water under the tennis courts to a drain on Oak Street. Construction on the courts stopped as a result, and the committee is waiting for a final engineering study. He expects sprinklers and other items such as fencing in the rear of the baseball dugouts will be taken up in the spring.

At Glen Meadow, brand new dugouts and an infield have been installed. He said the playground improvements will make this a great place to bring a family for a baseball game. At the Huckleberry Hill School, a well and irrigation will be installed. At Summer Street School, there are concerns about the resurfacing of the softball field because that field is plowed during winter for use for outdoor recess. They are looking for a solution for

this problem. There is concern that there will not be enough funds for the work needed at Jordan Park. The Town applied for grant funds for that purpose, but the Town did not receive the grant. The plan is to complete the second phase of the fields project before looking at spending on that project.

The Town is working with sports groups on field management programs. A player fee is assessed by the Town, and the sports groups in turn expect the Department of Public Works (DPW) to provide this service. Mr. Bourque met with Bob Relihan of the Recreation Commission and DPW Director Andrew Lafferty on this issue. A schedule detailing monthly and weekly tasks by field has been developed. Mr. Lafferty has said he is concerned about the expectations placed on his department by the sports groups.

Chairman Crawford thanked Mr. Bourque and his committee for its hard work. He said the maintenance program spreadsheet developed by Mr. Bourque is tremendous. He asked for the timeline on reaching an agreement on the maintenance plan, and how much of the work will be handled by the DPW and how much by contractors. Mr. Bourque said that he hopes the DPW will be able to generate the answer based on the spreadsheet. He noted that there may be collective bargaining ramifications to these decisions. Chairman Crawford said that with the investment the Town has made in the fields, they must be maintained properly. He asked if the remaining funds will be sufficient to complete the work at the Summer Street and Huckleberry Hill fields. Mr. Bourque said he thinks there will be sufficient funds for that purpose. He said how much work can be done depends on how much will have to be spent on the tennis courts and other issues.

Chairman Crawford asked about the progress being made at Glen Meadow Park. Mr. Bourque said the contractor is solid and is working well with the Town, as is its engineering firm. Selectman Terranova thanked Mr. Bourque and his committee for its work and said the Town is better off with the fields project at the High School. He said the facilities prior to the project were embarrassing. He said he shares the concern that the DPW must be well prepared to maintain the fields. He said it would be a shame to allow them to fall into disrepair, and he said he knows that Mr. Bourque is working on the maintenance issue. Mr. Bourque said he promised that the fields would be maintained and has kept pressure on to ensure this outcome. He said the long-term cost of not maintaining these facilities will far exceed the short-term costs of proper maintenance.

Selectman Terranova asked about the Middle School project. Mr. Bourque said that ground was broken in June of 2015 and that he expects the work to be finished this summer. He said the recreation summer program will be utilizing the stadium field. Upgrades to the football field there will be funded through a private fundraising campaign which has been launched. He said the bleachers will be removed and the field will be a multi-purpose field for football, soccer and lacrosse. Mr. Bourque said the overall maintenance plan for Town fields is comprehensive.

Selectman Barrett said that the field project is awesome and that he believes it will win the award for which it was nominated. He asked when the DPW will have a chance to respond to the maintenance schedule. Mr. Bourque said the schedule was just completed. He said he worked with the schools athletic director on it as well. He said the response from the DPW has been positive. He said DPW employee John Leonard has taken a lot of ownership and pride in the maintenance of the High School fields. Mr. Bourque said his main concern is about the grass fields, which will deteriorate more quickly than the artificial turf fields.

Scenic roads designation discussion

Beth Aaronson, representing the Conservation Commission's Tree Committee subcommittee, appeared before the Board to discuss the warrant article that would designate five roadways as scenic roads under the process stipulated in the scenic roads bylaw. They are Chestnut Street, Lowell Street, Essex Street, Main Street and Summer Street. She said a January 14 forum held by the Tree Committee on this proposal was well attended and received lots of attention in the local press. She said the Tree Committee also went before the Conservation Commission, which will hold a public hearing on the article on March 15 at Town Hall. She said information on the proposal has been posted to the Town website, including a Frequently Asked Questions section.

Chairman Crawford asked about attendance at the forum. Ms. Aaronson said about 12 people attended. She said the main questions were about the impact on private property. She said this only affects the public way, although it could affect the process of a resident applying to have a new curb cut for new driveway. Some people have asked why Salem Street and Walnut Street had not been included. Ms. Aaronson said that the committee said these streets could be added later through the same process, but that the five streets proposed for the original group were a consensus list.

Selectman Terranova said that he sees Main Street and Summer Street, which are main thoroughfares, as very different from the other three streets, which are heavily tree lined. Ms. Aaronson said Summer Street and Main Street are among the oldest and most historically significant roads in Town, and that while some sections may not be as scenic, these roads have many stone walls and a significant tree canopy.

Fiscal Year 2017 School Department budget presentation

Superintendent of Schools Jane Tremblay presented the proposed Fiscal Year 2016 operating and capital budgets to the Board. She said that the School Committee is still in the process of collective bargaining with the teachers' union and that she is confident a contract agreement will be reached prior to the annual town meeting.

Ms. Tremblay reviewed the Lynnfield Public Schools mission statement, vision and strategic objectives, which are building leadership capacity, educator growth, curriculum and instruction, assessment and accountability, and meeting the needs of all students.

She said that the major budgetary and programmatic changes represented in this budget is the restructuring of the position of executive secretary of curriculum and instruction (as the incumbent is retiring) to create a district-wide Director of Teaching and Learning; providing tuition-free

kindergarten; reassigning teachers to achieve proper class sizes; expanding the music program in the elementary schools, and developing special education programs to meet the needs of students at the preschool.

Ms. Tremblay said that the Director of Teaching and Learning position would focus on curriculum and teaching practices, help the schools meet state mandates in several areas, including teacher special education training, professional development civil rights, English language learners and bullying, which would relieve the principals of this work. Selectman Terranova asked about these mandates. Ms. Tremblay said they are statewide and not specific to Lynnfield, and are generally unfunded mandates. Selectman Barrett said that the principals are strong educational leaders but are often forces out of the classrooms to handle other issues.

Ms. Tremblay said that the tuition-free full-day kindergarten program would require all kindergarten students to attend the full-day program; currently parents can choose between the full-day program, which requires a tuition payment, and a traditional kindergarten program of seven-tenths of a full school day, which does not. When the optional full-day kindergarten program was first implemented in 2004, parents choosing the partial-day program were assured that their students would not be at a disadvantage academically, as the additional time in the full-day program would be spent on enrichment and socialization. However, in 2011, the Department of Education decided to ramp up academic expectations of kindergarten programs. In 2001, there were 15 English/language arts standards which kindergarten students were expected to be exposed to, but not master. These were covered in kindergarten through grade 2. Now, each grade level has its own standards, and there are 42 standards that kindergartners are expected to master. As a result, the Lynnfield schools can no longer say that students not in a full-day kindergarten program are not at an academic disadvantage, and Lynnfield must ensure that a high-quality educational program is accessible for all kindergarten students. As of the 2014-2015 school year, 262 school districts in Massachusetts offered full-day, tuition-free kindergarten to all students.

In the area of reallocation of classroom teachers, Ms. Tremblay said that two teaching positions would be moved from the Middle School, to grade 2 at Summer Street School and grade 1 at Huckleberry Hill School. She said this would maintain class sizes at all grades within the School Committee guidelines. She said adding the elementary positions without eliminating the Middle School positions would be fiscally irresponsible, as she could not justify class sizes of 16. She said Middle School Principal Stephen Ralston said that the progress being seen at the school would not be jeopardized and the integrity of the programming at the school would be maintained if these positions are shifted. With this change class sizes are expected to range from a low of 19 in grade 1 to a high of 24 in grade 8.

In response to a question from Selectman Barrett, Ms. Tremblay said she presumes the shifts in classroom teachers will continue from year to year to track the population variations by grade. Selectman Terranova asked if it would be prudent to move the teachers from the Middle School given past parental concerns and the risk that recent progress made at the school will be lost. Ms. Tremblay said she did not believe this would be an issue with the school's progress in curriculum and assessment. She said that grade 5 students will have fewer teachers per day, which will help build stronger teacher-student relationships and help students succeed academically. She said if there was a chance that ground would be lost due to this change, she would be advocating maintaining the positions. She said MCAS scores and classroom data show that the school is moving in the right direction.

In the area of elementary school music, the budget proposal calls for one full-time music teacher at each elementary school. Currently, the two schools split a full-time equivalent of 1.5 teachers. This would allow music teachers to work more with classroom teachers on interdisciplinary planning and allow students to perform at a younger level. The adding of an elementary school choral group is a possibility. Ms. Tremblay said just as some students excel in sports, other excel in the arts.

In the area of special education, the budget proposal would allow the schools to meet the emerging needs within the preschool population. A six-tenths teaching position and an aide are sought. Ms. Tremblay said this need was anticipated for two years. Director of Special Services Kara Mauro said that these additional positions would allow the establishment of a new class for three-year-olds. She said this addition would expand the teaching staff there from two to three, and add a full-day program to the existing half-day programs. In response to questions from Chairman Crawford, she said this would help retain students in district and prevent the need for costly outplacements.

Ms. Tremblay said the additional cost for the Director of Teaching and Learning position would be \$50,000, which is a salary of \$120,000 minus the current salary of the administrative position. The cost of the part-time preschool teacher and aide will be \$57,824. The cost of the part-time elementary school music teacher is \$41,496.

Ms. Tremblay said that kindergarten tuition revenue collected in past years will be used to defray the loss of tuition revenue. She said that an unprecedented number of veterans staff members resigned during the summer, after the budget was approved, allowing for a savings in salary costs in the replacement teachers. As a result, the revolving account for kindergarten tuition has funds which can be spent down over the next few fiscal years. By Fiscal Year 2020, these funds will be exhausted and the cost of full-day kindergarten will be absorbed completely within the school budget.

Chairman Crawford said that surrendering the tuition is not a good financial move. He asked how many students are currently enrolled in each program. There are 175 in the full-day program, with 22 in the seven-tenths program. Ms. Tremblay said there are varied reasons why some parents choose the seven-tenths program. She said there are not enough students in each elementary school to have a seven-tenths program in each school, so the students are integrated in the full-day classrooms and leave at the appointed time. This leaves the exploratory subjects for the end of the day, and it would be better to use them to break up the day. She said the result will be a better, more balanced program and educators will be able to teach academic lessons at all times during the day without worrying about equity issues. She said that while it will not be easy or simple, it is the right thing to do.

Chairman Crawford commented that the reasoning behind the change was a philosophical one rather than a financial one. He asked if retaining the current program and offering a scholarship program for those who could not afford the tuition was considered. Ms. Tremblay said that some parents will not ask for financial help, and refuse to discuss finances. Selectman Barrett said that state funding for full-day kindergarten is being considered. Ms. Tremblay said that it is unclear whether Lynnfield would be eligible for a grant program, as the Town is often shut out of grants due to its affluence. Selectman Terranova asked about the funds received for offering busing at a fee for students whose homes do not fall in the area eligible for free busing. Schools Director of Finance Thomas Geary said these funds do not go to the schools, but into the general fund.

Resident Patricia Campbell said she was glad to hear a discussion revolving around student learning and said she supports free access to full-day kindergarten. She said some students in the Huckleberry Hill School district qualify for Title I programming. Mr. Geary said it is about 9 to 10 percent of that population. Ms. Campbell said she also agrees with the shifting of teachers to address changes in class size. She said she is on the fence about the new administrative position and said that teachers should be encouraged to collaborate and share best practices. She noted there are already curriculum specialists in English/language arts and mathematics who model teaching skills and tools. She also supported the additional music teacher if it is to enhance arts offerings, noting that theater, dance and other arts are part of the curriculum standards.

In the capital budget request, Ms. Tremblay said the entire \$250,000 was for technology, which will support maintenance, upgrades and the wireless networks. Selectman Barrett asked if the schools have converted to Chromebooks completely. Tremblay said there are still some iPads in use.

The total operating budget request is \$22,865,421, which represents a 4.5 percent increase. That amount includes sufficient funds to address any increases granted during contract negotiations.

Selectman Terranova asked if Lynnfield Community Schools and the busing programs were operating with surpluses. Mr. Geary said that there is a small surplus in the Community Schools, and that there is a payment to cover administrative costs. Mr. Geary said the busing fee is \$100, which results in about \$5,000 in payments to the general fund. He said the Community Schools contribution to administrative costs changes from year to year; it is \$100,000 this year. The proposed budget uses \$140,000 in Lynnfield Community Schools money, and said it would be nice to use a portion of the balance of the approximately \$300,000 of these funds to help support the kindergarten program. He said asked if the plan was to grow the balance or have the schools use it. Mr. Geary said that the decision is made from year to year, as it is difficult to determine in advance what the net surplus will be, so a balance is retained in the account. He said he would like to use \$140,000 each year if possible. Selectman Terranova is a great program that is utilized by students, but said no one knew where the profits were going to.

Ms. Campbell asked about increases in the Middle School psychologist salary, ranging from 26 percent in FY2012 to 4 and 5 percent in subsequent years. She said that private sector salaries are not growing that rapidly. Mr. Geary said he would have to look into whether there was a change in the staffing in FY2012. Ms. Campbell asked why there would be two psychologists at the Middle School. Ms. Tremblay said they serve as guidance counselors as well. She said ten years ago, psychologists replaced guidance counselors as they can do more, including testing. Mr. Geary said the 4 and 5 percent increases could be the result of longevity and educational incentives as well as cost-of-living increases.

Town administrator's Fiscal Year 2017 budget recommendation

Town Administrator James Boudreau said that he would ask the Board to vote on its budget recommendations on March 21, in anticipation of the annual public hearing on the budget on March 23. He said his budget is balanced, with no use of free cash or stabilization funds in the operating budget. He said there is a substantial investment in capital, for which some free cash would be used. The governor is proposing a small increase to local aid, with Lynnfield receiving about a two-percent increase. Usually the legislature will not cut the state aid allocation. Local taxes make up 81 percent of Lynnfield's revenue stream.

Chairman Crawford asked if there is potential for additional state aid. Mr. Boudreau said he does not expect a substantial increase. The state has long talked about changing the Chapter 70 education funding formula, but is unlikely to do so as some school districts will benefit while others will lose funds. He noted Lynnfield is still below FY2009 state aid levels, although state aid has been slowly increasing. He said local receipts reached a high point in Fiscal Year 2015, and said he is conservative in estimating these receipts, as they can vary 6 percent from year to year. He said meals tax revenue is increasing.

Lynnfield will realize an additional \$954,988 in tax revenue as a result of the 2.5 percent levy increase. New growth revenue is estimated at \$500,000, which is down significantly, as it was last year, with the slowing of development at Market Street. He discussed the matter with the Assessing Department. Nothing that is being constructed now is expected to provide significant new growth revenue. The third phase of the Market Street development will not be completed in time.

Mr. Boudreau said that the free cash balance is \$2,984,998. The Town turned back \$1.3 million in unexpended funds last year. He said this level of reserves places the Town in the higher end of the Department of Revenue recommended range of three to six percent of the annual budget. He said he is hopeful that this could lead to a AAA bond rating. The Stabilization Fund is at \$1.3 million and the Capital Facilities Maintenance Fund is at \$916,000. Mr. Boudreau said he is recommending a 4.89 percent increase in spending, which includes a 17 percent increase in capital spending. He is also recommending borrowing for the purchase of a fire truck and three DPW vehicles, as well as moving funding for roadway and sidewalk construction into capital budget to allow for funds to be carried over from year to year if necessary.

Mr. Boudreau said that General Government is going up by 20.6 percent, chiefly because of the Payrate Increase Fund, which would address all union and non-union pay increases, other than those provided for in existing contract stipulations for educational incentives and longevity and step increases, is included in this portion of the government. He said the state of contract negotiations will be discussed in an executive session at the

May 21 meeting. Public Safety is increasing by 6.89 percent, chiefly due to the implementation of the Fire Department staffing plan. Education is increasing by 4.5 percent, as discussed in the school budget presentation earlier in the meeting. Employee Benefits is increasing by 11.01 percent, due to an eight percent increase in health insurance costs and placing a \$200,000 appropriation for Other Post-Employment Benefits (OPEB) in the operating budget. Human Services are up by 1.26 percent. Public Works budget is down 3.3 percent due to moving the road program into the capital budget. Culture and Recreation is up by 1.91 percent.

Mr. Boudreau said he is not recommending adding that electrical/maintenance position requested by the DPW, as there is not enough empirical data to support it at this time. He is recommending the two additional full-time firefighter positions and two additional 12-hour daily call firefighter shifts that are called for in the Fire Department staffing plan. The School Department requests are funded; although he was at first skeptical about funding full-day kindergarten due to the loss of tuition revenue, the superintendent of school has said that she cannot guarantee equal exposure to academic learning for all students under the current model.

In the capital budget, the Fire Department has two pumper trucks that are over 30 years old. He is recommending replacing one in this budget. He remarked that the capital budget makes a significant investment in equipment and infrastructure. In addition to the three DPW trucks, the budget includes three police vehicles and radio repeaters.

Chairman Crawford noted that a substantial amount of debt is being retired in 2025 and 2026. Mr. Boudreau said that if voters approve the sale of Center Farm, the Town would put the proceeds against a portion of its purchase price and borrow to pay for the rest. The Town paid \$1.4 million for the property before placing development and historic preservation restrictions on it. The Historical Society has proposed acquiring the property after the Town makes significant upgrades, including de-leading costs of approximately \$300,000. These requirements are much stricter for properties used for public purposes, and would drive the overall cost to about \$2 million.

Chairman Crawford asked about the decision to support the Fire Department staffing proposal. Mr. Boudreau said the plan addresses the increasing burden being placed on call firefighters and increasing response times. He said his concern has been how this may affect the call department. Longtime call firefighter Glenn Davis recently assured Mr. Boudreau that this plan will be good for call firefighters, as training and other requirements are becoming more rigorous and people are working longer hours at their primary jobs. He said that if this is merely an interim step toward a full-time department, the Town has to know now in order to plan for the transition. A 2009 study of the Fire Department suggested looking at privatizing the ambulance service again. He said he does not think this would provide better service to residents, and would cause the Town to lose ambulance billing revenue while still being obligated to send a fire truck to medical calls.

Chairman Crawford suggested that the issue be studied further, as there have been changes since the last study. Mr. Boudreau said the chief imparted the urgency of moving forward at this time; he said even if he recommended waiting, he would have recommended reserving the revenue for this plan to be used at a later time. Chairman Crawford said Lynnfield's combination department works well and the last thing he would like to see is decimating the call force. He is worried that another major increase will be requested at a later time. He favors a third-party study of the issue. He said this would represent a large concession from the union to allow call firefighters to be scheduled for regular shifts.

Mr. Boudreau said he cannot discuss contract negotiations publicly, but he said he believes the flexibility that would be required is not an issue. Fire Union President Andrew Lyons said that the union has given its unwavering support to the chief, and said the chief is an impartial third party. He said all studies indicate the Town needs more full-time firefighters. He said while it is possible this change could eventually kill the call force, it would not kill it as quickly as taking no action, which he said would be a collision course for disaster.

Chairman Crawford said cooperation from the union would take a lot of the onus off the taxpayers. Fire Lt. Kevin Mutti said call firefighters currently fill shifts every day with the blessing of the union. Selectman Barrett said he understands Chairman Crawford's concerns, but said if this action is not taken now, when will it be taken? He said the chief raised the issue a year ago, and the union has assured the Town it will be flexible. He said that tweaks can be made to the plan. He said he discussed the matter with retired Assistant Fire Chief and former Selectman Robert MacKendrick.

Selectman Terranova said he supports the staffing plan and its implementation. He said when residents dial 911, they want to see immediate response. He said he believes the chief has analyzed the situation quite well and that the critical issue is that the department is willing to work together of a positive goal. He said he understands from the comments of the union leadership that they are entering negotiations with an open mind. He thinks this plan is comprehensive and is at least an enormous first step. He concern was whether the plan goes far enough in additional full-time coverage. He sees that this plan gives the flexibility that call firefighters need.

In the capital budget, Mr. Boudreau said that total department and committee requests are over \$3.3 million. He said including the borrowing to pay for three DPW trucks and the fire pumper, over \$2.3 million will be funded this year. He asked departments to prioritize their requests, which he reviewed with department heads. He said the new voting machines are his top priority. The library submitted a lot of late requests for the DPW, some of which the DPW had already planned to handle. Large DPW expenses include engineering for the Ledge Road drainage project and culvert work on Fletcher Road and Midland Road. He did not recommend a request to fund work on drainage on Longbow Circle, as it will improve conditions for only one resident, and would be a stopgap measure for which the full project would cost in the millions. He recommended the purchase of a large format scanner for the DPW which can be used for scanning large plans by several departments, fuel tank compliance, compressors at the fire stations, an emergency management system and a facilities maintenance tracking system, as well as an automated time system for DPW employees. Radio upgrades were approved for the police and fire departments, as was an upgrade to the radio repeater on the south water tank. Recommended are upgrades to the Town website to allow greater transparency on financial information, the \$250,000 for school

technology as outlined earlier, and \$40,000 for a master plan and zoning bylaws update by the Planning Board. The funding proposal includes the use of \$1.1 million in free cash.

Chairman Crawford asked about the Longbow Circle flooding issue. Mr. Boudreau said he discussed the matter with Mr. Lafferty, and was assured crews are cleaning catch basins to assist in making sure the current system is working as well as it can. He said the catch basins there are not aligned properly and the system does not have enough capacity. The solution proposed in the DPW capital request was to put retention pits in the ground, which did not address the undersized pipes in the system.

In response to questions from Selectman Terranova, Mr. Boudreau said that the Tyler Technologies financial software was being included in the budget for financial transparency, and said road work was taken out of the operating budget and placed in the capital budget to allow greater scheduling flexibility. Chairman Crawford said that the DPW plans an aggressive paving schedule.

Resident Patricia Campbell advocated for the purchase of electronic keypads for use at town meeting, which she said would reduce the time taken for hand counts. Mr. Boudreau said that the town clerk would have to request this expense, and said some towns rent them instead of buy them, as you have to have enough for every resident. He said they are expensive and he would discuss them with the town clerk. Selectman Terranova asked if they could be shared with another town; Mr. Boudreau said the only issue would be if both towns held town meeting on the same night. He said he will look into how it is working for Duxbury and other towns using them.

Discussion of warrant articles

Mr. Boudreau said the current draft of the warrant includes 33 articles, including those that appear every year. He said that there will be two or three articles related to the proposed library building program, depending on whether the library seeks to have the land in question on the Reedy Meadow Golf Course site transferred to the library at this time.

An article asking voters to allow the Board to sell or lease the Center Farm property is also being developed; if approved, a public bidding process would ensue. Selectman Terranova asked if the potential bidders would be limited to Lynnfield nonprofit entities. Mr. Boudreau said he believes this would be too restrictive and violate the public procurement statute. He said bidders could be limited to nonprofit historic preservation entities. He said the more restrictive the bidding requirements are, the lower the bid will likely be. The Town has not expended money appropriated for repairs. The Town will take a loss on the sale as a result of the development and historical preservation restrictions. He said the current Historical Society proposal would require a significant upfront expenditure by the Town to bring it up to code. Selectman Terranova asked if they could seek grants or fundraise. Mr. Boudreau said that historical preservation grants are very competitive, and Lynnfield is at a disadvantage due to being an affluent community.

Mr. Boudreau said the Planning Board has submitted six articles. He said additional articles under consideration are an article to borrow money for the major fire and DPW vehicle purchases, funding for the building of the King Rail golf course clubhouse.

On the Planning Board articles, Chairman Crawford asked whether the articles relating to the Planned Village Development District (PVDD) have been sent to the state for review as required under Chapter 40R. Mr. Boudreau said he would check on that. Selectman Terranova asked for an explanation of this article. Planning Board member Richard Dalton said that no meeting has been yet scheduled for the Planning Board to discuss the issue, and he said he is not sure whether it will be submitted for inclusion in the warrant, as there has been much discussion about this among Planning Board members.

Selectman Terranova asked how other communities are handling the OPEB issue. Mr. Boudreau said that Wakefield is meeting its annual contribution, which is rare. That community is dedicating savings realized from changing from health insurance providers to OPEB. He said other communities are doing what Lynnfield is doing, which is starting to put money aside for this purpose. Like Lynnfield, they are also working to reduce OPEB obligations by reducing health insurance costs. Selectman Terranova suggested increasing the annual OPEB contribution to \$400,000 to \$500,000 rather than the proposed \$200,000 contribution. Mr. Boudreau said the amount could be increased over time, and that free cash could be used for that purpose. He said Wellesley passed an override to address its OPEB obligations.

Selectman Terranova asked about the library plan referenced in Article 20. Mr. Boudreau said that will be provided by the library. Selectman Terranova asked about the definition of a street in Article 26, a Planning Board article which would address definitions. Mr. Dalton said it must be a minimum of 26 feet.

Kinder Morgan pipeline update

Chairman Crawford said that a meeting with the Department of Public Utilities (DPU) on the surveying of the pipeline route will be held at the Middle School on April 6. Selectman Terranova said that there was a meeting on March 10 there will be a DPU hearing on National Grid issues and there was an extension to the DPU comment period to March 11. He said that the only utilities that have signed up for use of the pipeline are National Grid and Eversource. He said that Kinder Morgan has requested from the Federal Energy Regulatory Commission permission to allow cutting of trees in public areas beginning on March 31.

Union Hospital update

Chairman Crawford said that two sets of questions have been issued by the state Department of Health to Partners Healthcare, both of which have been answered. He said the answer to the second set was not much different than the first. Partners agreed to create a study group of local officials; Chairman Crawford has asked to represent Lynnfield and has asked Lynnfield state legislatures to participate. Among the discussions is the creation

of a satellite emergency facility, the site of which could be Union Hospital. He said the study would take place this summer. Selectman Terranova thanked the staff at Union Hospital who have remained during the discussion of closing and thanked State Senator Thomas McGee for his advocacy.

Donation bins at Town Hall

Mr. Boudreau put before the Board agreements for two-year licenses for donation bins that would allow those bins to be placed at the Town Hall recycling center site. He said these bins help take items out of the waste stream and the Town receives a small amount of funds in return.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a two-year licensing agreement with Planet Aid for the placement of a collection bin at the Town Hall site.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a two-year licensing agreement with Big Hearted Books and Clothing for the placement of a collection bin at the Town Hall site.

Change of LLC manager, Legal Sea Foods, Inc., dba Legal C Bar

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a Change of Manager of LLC application for Legal Sea Foods, Inc. doing business as Legal C Bar, Market Street. A global approval has been issued by the state Alcoholic Beverages Control Commission for all Legal Sea Foods, Inc. properties in the state.

Administrative matters

Chairman Crawford asked for public comment. There was none.

Chairman Crawford said a request for executive session to discuss collective bargaining with Town employee bargaining groups would be rescheduled due to the late hour.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve use of the Town Hall and its parking lot and use of Town streets for the Lynnfield Athletic Association's Fourth of July Road Race.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the minutes of the meeting of January 4, 2016 as presented. The Board deferred action on the draft January 25 minutes until its next meeting.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a proclamation declaring April 29, 2016 as Arbor Day.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to adjourn at 10:54 p.m.