

Board of Selectmen Minutes 06/15/2015

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Board of Selectmen	June 15, 2015
Regular Meeting	Selectmen's Hearing Room, Town Hall

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

Chairman Crawford called the meeting to order at 7:00 p.m. He announced that the meeting was being recorded for transmission via cable television. He led those assembled in the Pledge of Allegiance.

Applicant for Cultural Council

Barbara White appeared before the Board to interview for a position on the Cultural Council. Member Farrah Haidar is not seeking reappointment as she is moving out of Town. Ms. White said that she has lived in Lynnfield for five years and has two children in the local schools. She has worked as a freelance producer in the communications field. Board members said that Ms. White was very qualified and thanked her for coming forward. Selectman Terranova suggested that she would also be qualified to serve on the Cable Advisory Committee.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to appoint Barbara White to a position on the Cultural Council with a term running from July 1, 2015 to June 30, 2018.

Applicant for Board of Health

Dr. Rocco Iocco appeared before the Board for an interview for a vacant position on the Board of Health. Dr. David Jamison has resigned due to his plans to move out of Town. Dr. Iocco said he has been a Lynnfield resident for 13 years and has practiced dentistry for 27 years. His background is in microbiology as well as dentistry. Board members praised his qualifications and willingness to serve.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to appoint Dr. Rocco Iocco to a position on the Cultural Council with a term expiring on June 30, 2016.

Applicant for Conservation Commission alternate

Angelo Salamone appeared before the Board for an interview for an alternate position on the Conservation Commission. Mr. Salamone has resided in Lynnfield for six years and has attended meetings of the commission. He has worked as a builder and carpenter for 36 years and has dealt with conservation commissions and the permitting process in his career. Board members said that Mr. Salamone would do a fine job and thanked him for volunteering.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to appoint Angelo Salamone to a position as an alternate on the Conservation Commission with a term running from July 1, 2015 to June 30, 2018.

Proposed changes for LIFE, Inc. bylaws

Three members of the Lynnfield Initiatives for Elders, Inc. (LIFE) Board of Directors, H. Joseph Maney, Fred Santangelo and Jack Adelson, appeared before the Board to discuss two proposed changes to the LIFE, Inc. bylaws that were unanimously recommended for adoption by the Board of Directors.

Mr. Maney said that the LIFE Directors would like to broaden the number of people eligible to purchase LIFE units. The proposed changes would reduce the minimum age for buyers from 60 to 55, which reflects the Town's minimum age for Elderly Housing zoning districts, and would reduce the amount of time of residency in Lynnfield to qualify for the LIFE eligibility list from two years to one year. Mr. Maney said that the two-year residency requirement is part of the application, but he cannot find any record of its adoption in the LIFE bylaws.

Three units remain unsold at Colonial Village and a fourth is becoming available due to the recent death of a resident there. While 388 people are on the waiting list, none are interested in the interior garden-style units at Colonial Village. Second-floor units at Center Village are also difficult to fill, with six or seven currently available. By contrast, first-floor units at Essex Village are filled in one day.

Mr. Maney said the two-year residency rule was an attempt to keep people from moving to Town for a month and claiming Lynnfield residency. He said the Board of Directors believes a one-year requirement would be sufficient.

Mr. Maney said that about 100 people on the 388-person waiting list have indicated they are not interested in any units right now and do not wish to be called when units are available. They will notify LIFE, Inc. when that status changes. People on the list also record their preferences for units. One solution to the reluctance for people to accept a second-floor unit is for LIFE to share the approximately \$5,000 cost of the purchase and installation of a stair chair with the buyer.

Chairman Crawford asked if LIFE had looked at reducing the minimum age by one or two years rather than five. Mr. Maney said that it had not. Chairman Crawford urged LIFE to look at dropping the minimum age by two years, and return to the Board with how that would affect the situation. He expressed concern that the list would be made longer for older residents. Mr. Maney said that if too many younger people joined the list, the minimum age could be raised.

Selectman Terranova suggested that the changes could apply only to the more difficult to sell units. He said that he is concerned about drifting away from LIFE's mission of serving older Lynnfield residents wishing to remain in the community.

Selectman Terranova asked about the possibility of renting unfilled units. Mr. Maney said LIFE does not want to be in the rental business, but would have to consider this alternative if other measures are unsuccessful.

Mr. Maney asked the Board to agree to a reduction in the minimum age to 58 as a start. He said LIFE could move forward and see how many units it could fill on that basis and return to the Board if needed. Chairman Crawford said he would like to leave the two-year residency requirement as is.

In response to Board members, Mr. Maney said the Colonial Village units have been vacant for seven months, that LIFE has paid off its debt, and that LIFE, Inc. is paying the monthly fees associated with these vacant units. Mr. Maney said he does not know what interest there will be if the minimum age is dropped to 58; he said that if changes are made, he will advertise them and the available units in local papers and hope for a response. If it is not sufficient, he will return and ask for the Board to lower the minimum age to 55 as originally requested.

Resident Patricia Campbell said LIFE should communicate more actively with those on its list, as she is on the list and has not been contacted. She said some potential buyers at Colonial Village may be waiting to see the impact of the full build-out of Market Street. Mr. Maney described the promotional efforts through local newspapers. He also said no one at Colonial Village has registered any complaints about the quality of construction. He said LIFE would be happy to provide a tour to Ms. Campbell or any other interested party.

Mr. Santangelo said that a Board of Governors meeting was held for all three villages and that no one raised any objections to the proposed bylaw changes.

Selectman Terranova said he would like to get input from people already on the LIFE list and would rather vote once rather than adopting one change now and another at a subsequent meeting. He asked that letters be sent by LIFE to those on the list and that the matter be continued to the Board's July meeting. Chairman Crawford asked that the list be reviewed for ages and preferences. Selectman Barrett asked if the LIFE Directors were willing to postpone a decision until July. Mr. Maney said he would prefer that the age be reduced to 58 tonight and that LIFE would put out a letter to list members inquiring as the Board directed.

On the motion of Selectman Barrett, duly seconded by Chairman Crawford, the Board voted 2-1 (Selectman Terranova opposed) to amend the LIFE, Inc. bylaws to reduce the minimum age from 60 to 58 and to retain the two-year Lynnfield residency requirement. The Board said it would revisit the LIFE, Inc. recommendations at its July 13 meeting.

Resident Elizabeth Visco asked LIFE to reach out to people on the list about available units. Mr. Maney said the letter would make this clear. He said that when a unit is available everyone on the list other than those who have directed LIFE not to call is called. He said letters are sent to list members from time to time asking about their status. Selectman Terranova suggested these letters be sent twice a year.

Delegation of negotiation and award of contract for Lynnfield Library building project owner's project manager contact to Chief Procurement Officer

Town Administrator James Boudreau said that while the Board would normally vote to award and execute a contract for the Lynnfield Library building project owner's project manager, the Library Building Committee has asked that the Board delegate these tasks to Mr. Boudreau in his role as chief procurement officer due to timeline issues.

Library Building Committee Chairman Russell Boekenkroeger said that his committee hopes to select the candidate by the end of the week and have a negotiated contract to approve by the committee, the Board of Library Trustees and Mr. Boudreau by July 10. He said that funding for this purpose is available from the state, and that if additional funds are needed, they will come from the library budget or the Friends of the Lynnfield Library.

Chairman Crawford and Mr. Boudreau said that the Board had approved this type of delegation for the fields project.

Mr. Boekenkroeger said that of nine applicants, seven complied with the request for qualifications and three were identified as finalists, with two others still under consideration. Of the \$50,000 grant application, \$30,000 is targeted for the owners' project manager and \$20,000 for the architect. There is a \$25,000 local match requirement as well.

Selectman Terranova asked about the construction cost. Mr. Boekenkroeger and Library Director Nancy Ryan said this depends on whether the library will be built on a new or the existing site. Mr. Boudreau said the cost of new construction for such a project is about \$300 per square foot. With a 24,000-square-foot library, the state will pay about 40 to 50 percent, with a cost to the Town of about \$3.5 million to \$4 million. Ms. Ryan said the square footage could be less.

Selectman Barrett said he was very impressed by the process. Mr. Boekenkroeger said Ted Caswell and Steve Todisco provided valuable knowledge. Selectman Terranova asked if this will cost the Town any money. Mr. Boudreau and Ms. Ryan said this portion of the project will cost the Town no money. Mr. Boekenkroeger said that if the Town chooses to build on the current site, there will be no state assistance for the building program because it will not be possible to provide the required number of parking spaces.

Authorization of Borrowing in Anticipation of Notes

Mr. Boudreau explained that the Town is planning to authorize Borrowing in Anticipation of Notes (BAN) to roll over old debt related to the Fiscal Year 2011 capital program and the purchase price for Center Farm and issue debt related to the portion of the fields project not related to the Lynnfield High School site. The Town's financial advisor, First Southwest, has recommended awarding the note to Century Bank at a 0.74 percent coupon rate, with a net interest rate of 0.4886 percent, after a competitive process.

Selectman Terranova said that voters at town meeting supported retaining Center Farm, and asked if the Town should look toward long-term financing of that purchase. Mr. Boudreau said that town meeting debate centered around on holding the Board to taking two years to make a decision on how to use or whether to sell the property. This borrowing will give the Town the second year to consider proposals for its use. Selectman Terranova asked if there could be limitations on the rental of the property or other revenues received by the Town if the Town later sells the property. Chairman Crawford said if the Town decides to keep the property for the long term, it will have to pay for significant improvements. Mr. Boudreau said electrical and heating and ventilation systems would need to be upgraded; until a decision has been made on its use, the property will just be stabilized.

Mr. Boudreau said the Town of Norwell is selling a similar historical property in its Town center and he is keeping an eye on what price it will command. Chairman Crawford said that Capital Facilities Advisory Committee (CFAC) is exploring possible uses of the property.

Resident Linda Gauvreau asked about using the building and site for a new library. Chairman Crawford said if the building is converted to public use, significant handicapped accessibility issues will emerge. The CFAC's last recommendation was to sell it to a private buyer with development and historical preservation restrictions.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the sale of a \$2,377,971 0.74 percent General Obligation Bond Anticipation Note (the note") of the Town dated June 19, 2015 and payable June 17, 2016, to Century Bank and Trust Company at par plus a premium of \$5,945.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 1, 2015, and a final Official Statement dated June 10, 2015, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or is such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Board members signed the documents provided by the town treasurer.

Appointment of election workers

Town Clerk Trudy Reid sent a listing of election workers to be appointed by the Board. In response to a question from Selectman Terranova about this process, Mr. Boudreau said that the Board votes on the list provided by the town clerk, and that wardens oversee the voting process in each precinct.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to appoint the following listed election workers, as recommended by the town clerk: Jennifer Albanese, Beverly Anderson, Nancy Anderson, Joan Bourque, Josephine Boushell, Judy Bubriski, Susan Cafazzo, John Cafazzo, Nancy Caruso, Nancy Casey, Virginia Ciulla, Vickie Cochran, Janet Colclough, Jeanne Dalton, Judy Deangelis, Dwight Decker, Raymond Dion, Marie Dion, Judith Doe, Janet Everson, Gail Foley, Linda Gauvreau, Ruth Gentile, Ann Gillespie, Linda Gillon, Anthony Guerriero, Pamela Harris, George Hayden, Nan Hockenbury, Barbara Horwood, Jacqueline Kautz, Susan Keene, Heather Kirk, Susan Lamb, Deidre Lamusta, Ellen Lederman, Linda Limauro, Arthur Lisi, Janice Lisi, Mary Martin, Sue McDonough, Sherill Moulton, Sue Nugent, Paul O'Brien, Elaine O'Brien, Alice O'Leary, Jerry Panarese, Paula Parziale, Joseph Riley, Gail Rober, Ken Rosenthal, Josephine Rosmarinofski, Linda Rugato, Laurence Sarazini, Cathleen Shea, Richard Shafner, Bette Stanley, Mary Tashjian, Kathleen Walsh, Bettie Wright. Wardens: David Crockett, Carole Maddison, Hope Nutter.

Appointment of assistant gas and plumbing and assistant wiring inspectors

Mr. Boudreau said that Director of Inspectional Services Jack Roberto wishes to add additional assistant inspectors so that in cases where the regular inspector and an assistant are not available, there can be coverage. In response to a question from Selectman Terranova, Mr. Boudreau said there would be no additional cost to the Town resulting from adding assistant inspectors.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to appoint Paul Flores and assistant plumbing and gas inspector and Arthur Skinner as assistant wiring inspector for terms ending June 30, 2015.

Annual reappointment of Town officials

The Board took up the re-appointment of all Town board and committee members and officials whose terms expire on June 30, 2015. A list of all members and officials willing to continue in their positions was presented to the Board.

Selectman Terranova made a motion to re-appoint all those included on the list with the exception of Town Accountant Julianne McCarthy. Selectman Terranova's motion failed for lack of a second. Chairman Crawford said that although the charter limits the term for the town accountant to two years, Ms. McCarthy's contract has a three-year term. He said he saw no reason not to reappoint all those who sought reappointment.

On the motion of Selectman Barrett, duly seconded by Chairman Crawford, the Board voted 2-1 (Selectman Terranova opposed) to re-appoint the following town officials for the terms indicated (all terms are one year unless otherwise indicated):

ACCOUNTANT (2 yr. term): McCarthy, Julianne

AGING, Council on (3 yr. terms): Hourihan, Anne; Santangelo, Fred; Lopez, Brian

APPEALS, Board of (3 yr. terms): Fallon, John

BUILDING INSPECTOR: Roberto, Jack

ASST. BUILDING INSPECTOR: Luther, John

CLERK, Town: Reid, Trudy

ASSISTANT CLERK, Town: Hammerbeck, Diane

CONSERVATION COMMISSION (3 yr. terms): Gentile, Donald; Lovell, Melanie

CONSTABLES: Minsky, Paul; Ruehrwein, John J. ; Small, Ronald J.

TOWN COUNSEL (2 yr. term): Mullen, Thomas

DOG OFFICER: Procurot, Jon

ASSISTANT DOG OFFICER: Procurot, Jean

EMERGENCY MANAGEMENT DIRECTOR: Teatrault, Mark

ASSISTANT EMERGENCY MANAGEMENT DIRECTOR: Feinberg, Michael; Burnham, Kenneth

FINANCE COMMITTEE (3 yr. term): Dahlstedt, Jack; Kayola, Thomas

GAS/PLUMBING INSPECTOR: Donohoe, Paul

ASST. GAS/PLUMBING INSPECTOR: LaConte, Donald W. ; Kulacz, Stanley; Flores, Paul

HEALTH, Board of (3 yr. terms): Peinert, Richard, M.D.

HISTORICAL COMMISSION (3 yr. terms): Richard, Steven; Todisco, Steven

IPSWICH RIVER WATERSHED ADVISORY BOARD: Pezzella, Jerry

LOCK-UP KEEPER: Breen, David

MEMORIAL DAY PARADE (3 yr. terms): Lukas, John

POLICE SPECIAL OFFICERS: Boudreau, Hartley; Conley, John; Lamusta, Richard; Peabody, Charles

**READING MUNICIPAL LIGHT CITIZENS ADVISORY BOARD: (3 yr. term):
Nelson, David**

RECREATION COMMISSION (3 yr. terms): Morelli, Frank; Relihan, Robert

TREASURER/ TAX COLLECTOR: O'Sullivan, Christine

PRETAX PLAN ADMINISTRATOR: O'Sullivan, Christine

VETERANS SERVICE AGENT: Kimball, John H. III

WIRE INSPECTOR: Sardella, David

ASSISTANT WIRE INSPECTOR: Metteli, David; Skinner, Arthur

Selectman Terranova said that while there has been improvement recently, he has had to wait lengthy periods for responses to requests for information. He also said there was a matter that he would prefer not to discuss. Mr. Boudreau said if the Board is planning to discuss the performance of an employee, that employee must be given advance notice and the opportunity to have the matter heard in executive session.

Resident Patricia Campbell asked about performance evaluations for Town employees. Mr. Boudreau said that the form depends on the contract with each bargaining unit. He said he is still reviewing this process. Ms. Campbell said that performance evaluations should be in place for all Town employees, and discussed what should be included on the evaluation.

Summer meeting schedule

On the motion of Selectman Barrett, duly seconded by Selectman Terranova, the Board voted unanimously to approve the following meeting dates: June 24, July 13 and August 17. Selectman Terranova said that the draft fall dates pose a problem for him because of vacation plans. He asked that a September 14 meeting be moved to a date prior to September 11 and that the September 28 meeting be moved to a date after September 30. There was a brief discussion of ensuring that the meeting schedule would allow for the closing and posting of the fall town meeting warrant in accordance with the posting requirements. The Board will take up fall meeting dates at a later meeting.

Use of Town facilities

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a banner for an event sponsored by local nonprofit group Jumin, Inc. for the dates June 15-29, 2015.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the use of the common and the Town Hall parking lot by the Lynnfield Athletic Association for the annual road race on July 4, 2015.

The Board took up requests for the use of the common for private events on August 1, 2015 (a 40th anniversary party) and on August 8, 2015 (a "meet the baby" party). Chairman Crawford said that he is not in favor of reserving the common for private parties. Mr. Boudreau said that while no one is restricted from enjoying the common, the Town has never reserved the common for use by a private group, but only for civic events open to the public. Selectman Terranova agreed that he did not wish to allow the reservation of the common for private uses. Chairman Crawford noted that one group wanted to set up some games for children and that would be an allowed use on the common for anyone. Selectman Terranova said he has concern about late-night use of the common, due to traffic and lighting issues. Mr. Boudreau said that Police Chief Breen has similar concerns.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, The Board voted unanimously to deny requests to reserve the common for private events on August 1, 2015 and August 8, 2015.

Administrative matters

Selectman Terranova asked if the video recording of Board meetings may be included as a supplement to the minutes. Mr. Boudreau said that written minutes are required to be the official record of the meeting. On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the minutes of the meeting of May 18, 2015 as presented.

Board members congratulated the Lynnfield High School Class of 2015. Selectman Terranova thanked the representatives of Melanson & Heath for presenting the findings of the Town's Fiscal Year 2014 independent audit at the June 1 meeting. Mr. Boudreau announced that a meeting on the recent BETA engineering study on Walnut Street-area traffic issues will be held on June 24, 2015 at 7 p.m. at the Al Merritt Media and Cultural Center, Market Street.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to adjourn at 8:35 p.m.