

Board of Selectmen Minutes 05/18/2015

[Printer-Friendly Version](#)

Board of Selectmen	May 18, 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.

Presentation of Fiscal Year 2014 Audit

Karen Snow and Frank Byron of Melanson and Heath, the Town's independent audit firm, were introduced by Town Accountant Julianne McCarthy and reviewed the results of the Town's Fiscal Year 2014 audit.

Ms. Snow, who led the audit team in Lynnfield, reviewed sections of the audit report, characterizing the report as having a "clean" opinion, finding the Town's books fairly presented in accordance with accepted accounting principles. She reviewed the narrative section, the full-accrual accounting method utilized, which accounts for items such as long-term assets and liabilities such as land, capital items, receivables, bonds payable, sick and vacation time accruals and other post-employment benefits (OPEB). She noted that beginning June 30 of this year, Lynnfield's share of the unfunded liability of Essex County Pension System. She noted that the general ledger of the Town is not very different when compared to the prior year numbers.

Ms. Snow said that the unassigned fund balance of \$3.2 million, which consists of free cash and the capital facilities maintenance and stabilization funds. This is about 6.7 percent of the amount of the operating budget, and is within the standard range of five to eight percent. Selectman Terranova asked if the Town should want this figure to grow. Ms. Snow said that it is advantageous to grow it if possible but said it is in the standard range and conforms to the Town's policy on reserves.

Ms. Snow said the income statement indicates that both reserves and expenses are up by about \$2 million. She said that this is good, as in the previous year the Town had to use \$1 million in free cash to fund the budget. She said this amount was made up in additional revenue and turnbacks of unexpended funds by Town departments. Reviewing the Town's proprietary funds, she noted that the unrestricted net position in the golf fund was a little less than the previous year, noting that the King Rail course remains closed and the Town is funding maintenance of two courses from the revenues from one course. Selectman Terranova asked about how much the Town is paying for the upkeep of the King Rail course. Ms. Snow said that the golf revenues are not sufficient to pay for the cost of the golf operation and the debt related to the acquisition of the Reedy Meadow course.

Ms. Snow reviewed fiduciary funds, which are funds the Town is holding for the benefit of others; these include scholarship funds and \$100,000 in funds set aside for OPEB, which will grow as the Town continues to fund it. This category also includes performance bonds posted by contractors, police and fire detail funds, and school activity funds.

Selectman Terranova said financial reports for for-profit entities are usually presented on a comparative basis. Ms. Snow said this is not required for governmental entities, although the firm can create such a report. Mr. Byron said this is difficult to do because there are so many fund types. A comprehensive annual report could be prepared.

Selectman Terranova asked how fees collected for the use of Town playing fields would be handled. Ms. Snow said she would have to discuss this with the town administrator and town accountant. Most municipalities report this as an enterprise account; it must be reported as an enterprise if it is set up to be self-supporting, including debt. Ms. McCarthy said it would most likely be handled through the Recreation Commission's revolving account. Ms. Snow said the golf is primarily seasonal, so many of its employees do not receive full benefits. Selectman Terranova said that \$377,000 in salaries is ascribed to the golf operation, which is substantial.

Selectman Terranova asked about the distinction between liabilities and debt. Ms. Snow said liabilities are what you owe to others. Debt is payments you must make on borrowing for principle and interest. Selectman Terranova said the two terms are treated the same way by the Government Accounting Standards Bureau (GASB). Ms. Snow agreed, but said that the common usage is as she suggested. Selectman Terranova asked about the accounting of Lynnfield Community Schools finances within the School Department, and asked if it should be broken out separately. Ms. Snow said it is included separately in the general ledger, but that for financial reporting, it does not meet the qualifications for a major fund.

Selectman Terranova asked about \$6,635,000 in current and advanced refunding. Ms. Snow explained that this reflects the Town's refinancing of bonds to achieve a lower interest rate and funds placed in escrow as part of that refinancing. Selectman Terranova asked about revenues in the cable account. Ms. Snow said these reflect quarterly payments made as required in the contract with the Town's cable television licenses. Ms. Snow said funds were being accumulated in the cable account for the establishment of the new studio. Ms. McCarthy said the state recommends making municipal cable operations into enterprise funds.

In response to a question from Selectman Terranova, Ms. Snow said the Town's money fluctuates by what is being paid out and what is coming in, and includes cash, short-term investments, proprietary funds, but no fiduciary funds.

Selectman Terranova asked how the excess levy capacity affects the Town. He noted that the Town has an excess levy capacity of \$22,000 and asked what would happen if the Town had an emergency and had to spend additional funds. Ms. Snow said that the Town could pass a Proposition 2-1/2 override or debt exclusion. In an emergency, the Town could freeze expenditures and make up shortfalls on the expenditure side, appropriate free cash, or use any revenues that are beyond the budgeted projections. In some emergencies, such as snow and ice removal, the Town is allowed to overspend the appropriation, but must raise the funds the next year and will therefore have less revenue available to expend in that subsequent year.

Selectman Terranova asked if most Massachusetts municipalities are, like Lynnfield, levying taxes at or virtually at their Proposition 2-1/2 limit. Ms. Snow and Mr. Byron said about 80 percent of them are.

Selectman Barrett asked how Lynnfield's finances compare to those of other communities, especially in terms of credit rating. Ms. Snow noted that the Town's credit rating was upgraded in Fiscal Year 2014 to AA+, which is just short of the highest rating. She said achieving an upgrade is very difficult, as rating agencies are becoming more conservative. They look at the Town's debt, growth potential, and future liabilities. The current rating reflects Lynnfield's stable, solid fund balance and reserves. One or two percent of communities receive a rating increase in any given year. Selectman Barrett asked if this upgrade can be viewed as an indication the Town has done a great job with its finances. Ms. Snow said that it could.

Chairman Crawford asked how the Town could achieve the top (AAA) rating. Mr. Byron said building reserves to the range of 10 to 12 percent of the operating budget or undergoing a Comprehensive Annual Financial Report (CAFR) are steps the Town could take toward this end. Ms. Snow said bond agencies are not taking OPEB and pension liabilities into account when rating municipalities, but may consider these if a number of communities take significant steps to addressing these issues. About 70 percent of communities have taken some steps to address the issue, but full funding of such liabilities is very rare. Selectman Terranova asked if either had heard of a scenario in which a governmental agency could step in and take funds from a community to address the issues. Mr. Byron and Ms. Snow said they have not heard of this.

Selectman Terranova asked about a comment in the audit that the Town has no custodial credit risk policy in place. Ms. Snow said that such policies are aimed at reducing risks to communities if a brokerage firm handling town funds fails. The Town takes steps to protect itself from such a possibility, but has no formal policy in place. Selectman Terranova asked how much the Town is paying in fees in its investments. Ms. Snow said this is not immediately clear as investment firms do not clearly break out such costs. Selectman Terranova asked if Ms. McCarthy could provide the Board with information on this matter.

Selectman Terranova asked about the administrative costs the Town incurs for its participation in the Essex Regional Retirement System (ERRS). Mr. Byron said the Town's annual assessment does not break out the cost of benefits and administrative costs. Ms. Snow said this information is likely available from ERRS or the state Public Employee Retirement Administration Commission (PERAC). Ms. McCarthy said Lynnfield's assessment of ERRS annual total costs is at 7.35 percent. Its total assessment is \$7.9 million. Town Moderator Arthur Bourque said the Town has little choice in retirement systems, and noted Lynnfield resident H. Joseph Maney is a member of the ERRS Board of Directors. Mr. Byron said that the Town could leave the retirement system, and Ms. Snow said such steps may require collective bargaining.

Resident Katy Shea asked about an entry in the audit for notes receivable. Ms. Snow said this reflected payments Lynnfield Initiatives for Elders, Inc. (LIFE) owes the Town for a land purchase. Ms. McCarthy said that the Town is paid, according to its agreement with LIFE, as each housing unit is sold, and has received payments for all but about two units which are as of yet unsold. Ms. Snow explained another entry relates to employee withholdings not yet paid at the time of the audit due to timing issues.

Resident Heather Keane asked Mr. Byron and Ms. Snow and Board members about their top three concerns about the Town's finances. Ms. Snow said the biggest concern is the unfunded OPEB and pension liabilities, issues shared by all municipalities. Chairman Crawford agreed. Ms. Snow said the ERRS is on a 20-year funding schedule, which if it holds would reach full funding by 2026. She noted Lynnfield has taken significant steps, including reducing health insurance costs by shifting to the Group Insurance Commission (GIC) and requiring employees over 65 to utilize Medicare benefits.

Selectman Terranova said OPEB is a significant concern and that the Town should consider measures such as dedicating meals tax revenue to OPEB obligations. He said the Town should consider the CAFR and should increase its cash reserves, but said that the fields project, which is using a portion of the Town's reserves, was necessary and had voter support. He said such future needs have to be balanced against the need to build reserves. Selectman Barrett said he believes the community shares these concerns about unfunded liabilities, but said many communities would love to have the AA+ bond rating, which indicates the Town is moving in the right direction and has strong management. Ms. Snow said the Town is to be commended for setting up an OPEB trust account.

Resident Patricia Campbell asked whether adding new employees and providing significant pay raises added to the Town's liabilities. Ms. Snow said she could not comment on the appropriateness of the Town's payroll and pay increases but said it is the main factor in such future obligations. She noted that the School Department is the largest portion of employee costs but is not part of the Town's retirement assessment from ERRS, as these costs are part of the state teacher retirement system.

Ms. Campbell asked if it is appropriate for fundraising for the Town's fields project be held in a private 501(c)(3) non-profit entity. Ms. Snow said it is absolutely appropriate if the funds are raised through private donations. If these funds are donated to the Town, the Board has greater say on how these funds are expended.

Resident Michael Craffey said that the roughly \$35 million in OPEB and \$28 million in pension obligations are not reflected on the Town's balance sheet, as they would be on a for-profit entity. She said that the net posting is positive now, but would be negative if these future obligations were included. Ms. Shea asked if municipalities are starting to fund OPEB every year. Ms. Snow said that is the trend. Town Administrator James Boudreau said that because the Fiscal Year 2016 was substantially completed when he started in his position, he did not add an appropriation for OPEB in the FY16 budget but will look at an appropriation for that purpose at the fall town meeting and will include OPEB funding in the Fiscal Year 2017 budget preparation.

Ms. Snow reviewed the management letter and said it was fairly small, with only two comments, and no material weaknesses or deficiencies. She said the two matters included are not required to be reported, but are mentioned to strengthen internal controls. One regards segregation of the receipt collection and deposit functions at Reedy Meadow Golf Course, which she said is difficult to resolve due to staffing issues, and a note that employees at times are not entering the correct method of payment for cash and credit receipts, and that the current cash-in and cash-out processes do not accurately account for any overages or shortages. The second issue identified is the need for the Town to implement new state guidelines for the audit of student activity funds. The Town has contracted with Melanson and Heath to conduct the audit of funds at the high school, and the schools' director of finance has handled the middle school funds. The state recommends an external audit of these funds every three years.

Mr. Boudreaux said that a new point-of-sale system is being implemented at the golf course to better track transactions. Ms. McCarthy said this system will be in place next month. Mr. Boudreau said that he director of golf operations has been told he must make employees charge receipts to the proper cash or credit key. Ms. Snow said that these things take time and are not unusual. Selectman Terranova pointed out this comment was on the previous year's management letter as well. Ms. McCarthy said she has worked with golf staff on these issues. Because only a few employees are on duty at the office at one time, segregation of duties can be difficult. New procedures have been established. On the cash-in and cash-out issue, the discrepancies are very small amounts, but should be logged daily.

Selectman Terranova said that he would be alarmed if this problem is seen frequently and said the issue should be monitored and should have been addressed. Ms. McCarthy said that the Town does check and the treasurer ensures that the cash received ties out. Ms. Snow said there is some risk any time cash transactions are allowed. Selectman Terranova asked how many people are ringing in receipts. Ms. McCarthy said several employees ring in receipts, while only three handle cash-out and deposit functions. Selectman Terranova asked why the situation is a mess, a characterization with which Ms. McCarthy disagreed.

Ms. Snow said lack of segregation of duties is very common when an office has a small staff. She said that employees are receiving additional training so that cash and credit payments are keyed properly. She said there is never 100 percent security with cash receipts, and organizations have to weight the cost on management and controls as well as the potential for loss. Selectman Terranova asked if the Town should limit the number of employees who have access to the cash register, and said simple controls can be put in place at no cost to the Town.

Selectman Barrett said the audit of student activity funds is a new requirement that is being implemented.

Board members thanked Ms. Snow and Mr. Byron for the presentation.

Public hearing, malt beverage and wine restaurant license, Muse Paintbar, LLC, dba Muse Paintbar, Stanley James Finch, Manager, 600 Market Street, Suite 1130

Chairman Crawford declared the public hearing, scheduled for 7:15 p.m. but delayed due to the lengthy discussion of the previous agenda item, and duly posted and advertised in the Lynnfield Villager, open.

Attorney Mark Vaughn of the firm Reimer and Braunstein, representing the petitioner, and prospective manager Stanley Finch appeared before the Board. Mr. Vaughn said that Muse Paintbar will occupy 26,000 square feet in the second phase of the Market Street development. The business is a painting instruction studio which would book ten to 15 sessions per week, usually on nights and weekends. Other locations are in Foxborough and Hingham. The painting instruction is a night out for adults; vents for children and corporate events are also scheduled. The series of a limited food menu and beer and wine is offered as an amenity to the painting instruction. Customers average 1.2 alcoholic drinks per session.

In response to questions from Board members, Mr. Finch said this concept has existed for about 15 years, that there will be only one bar, in the largest of three rooms; that sessions last about 2.5 hours, with specialized sessions running as long as four hours; and that while any age can attend any session, there are special sessions for very young children. Selectman Terranova noted that the application reflected a minor error in the state in which the LLC is registered. Mr. Vaughan said this would be corrected.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a wine and malt beverages restaurant license for Muse Paintbar, LLC, dba Muse Paintbar, Stanley James Finch, Manager, 600 Market Street, Suite 1130.

Common victualler and weekday entertainment licenses, Muse Paintbar

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a common victualler license for Muse Paintbar, LLC, dba Muse Paintbar, 600 Market Street, Suite 1130.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a weekday entertainment license for recorded music for Muse Paintbar, LLC, dba Muse Paintbar, 600 Market Street, Suite 1130. Chairman Crawford said that the music should be kept at a tolerable level and not audible outside of the business.

Automatic amusement license, Kings Bowl, Market Street

Kings Bowl manager Steve Blacquiére approved before the Board to present a request for an automated amusement device for one coin-operated air-hockey table. It will be located in the area that one held the bocce court.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve an automatic amusement device license for Kings Bowl, Market Street, for one coin-operated air-hockey table.

Extended hours for single day event, Kings Bowl, Market Street

Mr. Blacquiére requested on behalf of Kings Bowl that the Board approve extended hours for June 7, 2015 to host a post-graduation event for Newburyport High School's Class of 2015. The event would begin at 6:30 p.m. and buses would arrive to pick up participants at 6:00 a.m. No alcohol would be served during the event, and no one other than class members and chaperones would be allowed in the facility during the event. Catered food and soft drinks would be served. One detail officer would be hired, and Police Chief Breen has approved the plan.

Selectman Terranova said he would like to see one chaperon for every 10 students. Mr. Blacquiére said Kings Bowl will have security staff on hand as well as service and management staff, the chaperons, and the detail officer. He said he would approach the school about adding chaperons. Chairman Crawford said Kings provides superior security.

On the motion by Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve extended hours at Kings Bowl for the evening of June 7-8, 2015, to accommodate the Newburyport High School after-graduation event, with the request that the chaperon-students ratio be as close to 1:10 as possible. Mr. Blacquiére said he would convey the Board's intent to the organizers of the event.

Update on recreational fields project

Recreational Fields Advisory Committee Chairman Arthur Bourque III appeared before the Board to provide an update on the fields project.

Mr. Bourque said that project management firm Gale Associates was on site and working on several small items, such as a sliding gate and missing fence sections. He asked that anyone finding issues at the fields to report them to him or the Department of Public Works. Mr. Bourque said that the landscaping that washed out this fall due to weather conditions is being re-done by the contractor this spring, although the volume of snow has delayed this work. He noted that Lynnfield had hosted some of the first athletic contests in the Cape Ann League this spring, and has served as home field for other teams on a temporary basis as their facilities were not ready due to the harsh winter.

Mr. Bourque said he wished to address several false rumors that have been circulated, and said he was unhappy about those "trashing" both him and the project. He said the project is not over budget despite unforeseen issues that arose. Town meeting approved a change that allowed artificial turf to be added to the baseball and softball fields. Replacement of dugouts to accommodate the changes in level resulted in a change order of \$84,000. Town meeting appropriated \$100,000 to address existing drainage issues at the high school site that were discovered during the project, and \$100,000 was spent to upgrade the lighting to 100 kilowatts.

Testing and handling of soil with elevated nickel levels at the site cost \$93,000. All soil containing elevated nickel levels was kept on the property. One area of soil with "urban fill," including what seemed to be the remnants of an old still and an automobile, was disposed of by Green Environmental.

Other issues addressed was providing power to the scoreboard on the softball field and bringing water to the baseball field. Mr. Bourque credited Lynnfield Center Water District superintendent Kenneth Burnham and the Board of Water Commissioners with providing significant help on the latter task. The fence height was increased from four feet to six feet to protect pedestrians from batted balls, and safety netting was installed.

The site yielded more loam than could be accommodated on site. A change order was negotiated with the contractor which resulted in \$119,685 in credits to the Town for loam removed from the site. The soil had to be removed from the site to allow for completion of the project. A total of \$141,235.76 in credit change orders have been negotiated on behalf of the Town.

Mr. Bourque said characterized the high school fields as a \$7 million project with an accelerated timetable and many moving parts, and unanticipated expenses that placed a tremendous burden upon it. Nevertheless, the project will be completed this month with a balance in the

account.

Mr. Bourque reviewed the financial report for each portion of the project. A total of \$5,767,000 was appropriated for field installation. About \$85,000 is left in this category. Engineering and testing costs were \$121,519, which was over by \$72,519 due to the soils issues encountered. In the area of project management, Mr. Bourque said the \$59,000 designated for Town-wide fields has not been utilized. Due to change orders, including one for drainage issues that were discovered when the project was underway, this category is over by \$3,297. Gale Associates did credit the Town with \$3,200 because the pump recommended was inadequate for the system. For the amenities building, minor issues were addressed in a recent walk-through with the contractor, architect, Mr. Bourque and the building inspector, who said the building is extremely well built. There is \$3,791 retained on this project, for replacement of bathroom partitions, and a balance of about \$28,000. The net on the project is about \$37,000 remaining to spend.

Mr. Bourque said he is recommending putting heaters in the bathrooms as a result of experience with cold weather this fall and possibly an irrigation system. There is a deep well on the property but power would have to be brought to it. He believes there is sufficient power available, but an additional pump may be needed. He said he does not believe this will be a major project.

In response to a question from Selectman Barrett, Mr. Bourque said that the heaters are about \$5,000 per unit. Selecting a vendor will be less expensive than executing a change order, as Mr. Bourque found in purchasing outfield fencing and a fire alarm system. The Town also saved on the fence cap, which will protect players while catching field against the outfield fence. The contractor has gone above and beyond without requiring change orders on certain added items.

Resident Linda Newton asked about the smell in the parking lot area. Mr. Bourque said the smell is due to a septic waste system located under the parking lot, which is being monitored and must be pumped out periodically.

Selectman Barrett thanked Mr. Bourque for his work, saying that the Town realized a significant savings through Mr. Bourque volunteering to manage the project. Mr. Bourque said that it has been a labor of love and that his reward is seeing the use of the facilities by Lynnfield's residents. He said he believes there is a change taking place in Town in which people want services and amenities and are willing to pay for them. Selectman Terranova thanked Mr. Bourque and his committee for their work and the residents for supporting the project.

Ms. Newton asked about the plans to remove the tennis courts at Newhall Park. She said she was told one might be kept, but now found that two are being removed. She asked why that park had been neglected. The park was named for her uncle and her father made a significant donation to the Town for its upkeep. He said that the courts at the middle school are better for experienced players and are not accessible to residents of the south portion of Town who do not have cars. She said instead of removing the courts to provide parking, the owner of the Bali Hai restaurant should be approached to see if that parking lot can be used for baseball game parking.

Chairman Crawford said he does not know why Newhall Park was not better maintained in the past, noting that the Board members, public works director and town administrator have all taken their positions in the last two years. He said he does not know if the courts can be saved. Ms. Newton said they could be aggregated and resurfaced. While Mr. Bourque said the courts are not used frequently, Ms. Newton said this is due to their poor condition. She also complained that Little League believes it controls the field. Chairman Crawford said there have been discussions with the Little League on this issue.

Selectman Terranova said that when he was chairman of the Recreation Commission, the matter was brought to the attention of the Department of Public Works. He agreed that there are not a sufficient number of tennis courts. Selectman Barrett said there should be a diversity of recreational opportunities. Ms. Newton said that raising private funds for this effort would not be an issue.

Mr. Bourque said the Glen Meadow tennis courts were patched but not resurfaced. The Recreational Fields Advisory Committee publicized the meeting on the tennis court matter in the local newspapers; Ms. Newton spoke and the committee was sympathetic. Eliminating the two tennis courts would allow the addition of 27 parking spaces, and the committee is trying to resolve a lot of issues. On June 2, the parking space plan is scheduled to come before the Conservation Commission. The committee would be fine with it if the Board of Selectmen decided to preserve the tennis courts.

Chairman Crawford asked if a compromise would be possible where one tennis court was preserved and restored and 15 or so parking spaces were added. Ms. Newton said that Moulton Drive or the Bali Hai lot could be used for parking. She said she was amenable to the compromise if the tennis court surface was maintained. Mr. Bourque said work will not begin until the fall due to planned events at the park. Selectman Terranova asked about other possible locations for courts. Mr. Bourque said there are courts at the middle school, high school and Glen Meadow Park.

Resident Katy Shea said during her campaign, residents said they wanted more places to play tennis. Resident Patricia Campbell supported maintaining the tennis courts, as did resident Heather Keane, who noted these are the only courts in the southern part of Lynnfield. Board members said they thought saving one court would be a good compromise.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to retain one tennis court at Newhall Park and replace the second court with parking.

Resident Paul Briggs asked about fees for field use, and said the Town should establish a future replacement cost and estimate the extent to which the fees will cover these costs. He also expressed concerns about artificial turf fields, and said there are studies that raise issues about health issues relating to high temperatures on these fields and MRSA infections. He asked whether the Town should keep grass fields at the middle school.

Mr. Bourque said he said while news reports have raised issues about crumb rubber fields, scientific studies undertaken by many states and universities have not identified any health issues. He said if children were throwing the crumb rubber fill pellets, as Mr. Briggs had said, he would hope their coaches would stop them. He said some communities have gone to cork fillers, but these do not last as long. He said the replacement cost is about \$1 million per field, and life expectancy is 12-15 years. He said it was never expected the user fees would cover the replacement costs fully.

Mr. Briggs said he expects the life of the fields to be 8-10 years, and that the toxicity increases as the fields age and materials break down. Mr. Bourque said he has looked at the studies, and said that MRSA is a bigger problem in locker rooms than on artificial fields.

Chairman Crawford said that what happens at the middle school depends on how much money is raised for the project. Selectman Terranova said this project will not get underway for a couple of years, and that the Fields Advisory Committee will consider any new research about health issues.

Selectman Terranova asked about replacement of a water valve at the high school fields. Mr. Bourque explained that this relates to outflow pipes that have been tested by the state Department of Environmental Protection, and no results have been received yet. He said he does not believe replacement will be required.

Estoppels for National Development

Mr. Boudreau said that Town Counsel Thomas Mullen has reviewed the request from National Development that it approve estoppels that state that the Market Street project is to the best of the Board's knowledge in conformity with the development agreement. Mr. Mullen suggested that the document be provided to be amended to state that nothing in the agreement can be construed to state that signage on the property is in full conformity with Town sign regulations. Mr. Mullen said requests for such estoppels are normal courses of action during refinancing.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the estoppels document with the addition regarding signage provided by town counsel.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to authorize the chairman to sign the document on behalf of the Board.

Exemption under Massachusetts General Laws, Chapter 268A, Section 20 (B) sought by public safety dispatcher for contract regarding Memorial Day food services

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the request for an exemption under Massachusetts General Laws, Chapter 268A, Section 20 (B) sought by public safety dispatcher Michael DiCorato for a contract regarding Memorial Day food services. Board members noted Mr. DiCorato has provided this service in the past.

Exemption under Massachusetts General Laws, Chapter 268A, Section 20 (B) sought by Finance Committee member for contract regarding Memorial Day DJ services

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the request for Exemption under Massachusetts General Laws, Chapter 268A, Section 20 (B) sought by Finance Committee and Fields Advisory Committee member Robert Priestley for a contract regarding provision of a sound system and music at the Memorial Day observance. Board members noted Mr. Priestley has performed this service in the past.

Request from Whole Foods to petition legislature to increase quota for all-alcohol package store license

Chairman Crawford announced that Whole Foods had withdrawn its request to have the Board consider petitioning the state for an increase in its quota for all-alcohol package store licenses.

Resignation from Board of Health

The Board received a letter from Dr. David Jamison, who is resigning from the Board of Health as he plans to move out of Town. The Board thanked him for his services and wished him the best in retirement.

Use of Town facilities

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the use of the common for the Rotary Concert Series on July 1, 2, 8, 9, 15, 16, 22, 23, 29 and 30.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a banner for the Rotary Concert Series during the month of July.

One-day liquor license

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve a one-day liquor license for the Knights of Columbus for June 6, 2015 from 4:00 to 6:00 p.m. for a private party.

In other business

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the minutes of April 27, 2015 and April 30, 2015 as presented.

Selectmen Terranova thanked those who attended the neighborhood meeting about additional parking at the Herb Chambers auto dealership on Route 1. He said attorney Theodore Regnante answered many questions. He also thanked the Girl Scouts for inviting him to attend the Gold Award ceremony.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to adjourn at 10:12 p.m.