

# Board of Selectmen Minutes 05/09/2016

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Board of Selectmen	May 9, 2016
Regular Session	Selectmen's hearing room, Town Hall

Present:	Philip Crawford, Chairman
	Christopher Barrett, Selectman
	Richard Dalton, Selectman

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

### **Discussion of Emergency Responders Information Network**

Police Chief David Breen appeared before the Board with local resident Daniel MacIntyre to discuss the Emergency Responders Information Network (ERIN) program. Chief Breen said last month, which was Autism Awareness Month, he met with Mr. MacIntyre, Town Administrator James Boudreau and Fire Chief Mark Tetreault about an issue raised by Mr. MacIntyre regarding certain stimuli that may have an affect on members of the population on the autism spectrum. He said it became clear that Lynnfield police and fire police personnel may be unaware of this information, and that certain stimuli, such as particular sights and sounds and sensations, could cause members of the population to hide, flee or engage in physical aggression. For example, a reassuring touch that may be appropriate in most cases may cause stress among members of this population.

He said the ERIN program allows parents or caregivers of those within the autism spectrum to disclose voluntarily information to the police and fire departments to assist first responders in their interactions with members of the community. Information can be updated at any time. Dispatchers would give information to first responders on the way to the scene. He said there is very little training on this topic available to first responders. He said there is also a void for caregivers knowing what services are available to them, and the program will also

Mr. MacIntyre said the attention to this by Town officials has been impressive. He said this will put Lynnfield second only to the City of Boston in the region in this area, and said he hopes it will spread to other communities. It will help first responders respond appropriately to situations involving residents with special needs. He suggested this could be expanded beyond the autistic population to provide additional information about many residents that might be helpful to first responders, such as a person who is hard of hearing.

Chairman Crawford thanked Mr. MacIntyre for bringing this issue to the Town's attention and said that it could eventually be utilized for issues such as nut allergies or other specific medical issues. He thanked Chief Breen and Chief Tetreault for their attention to this matter. Chief Breen agreed that this application has potential for wide use. He said school administrators have been very helpful and said forms will be disseminated through the schools later this year.

Mr. MacIntyre said the voluntary form is available on the Town's website under the Police Department and said that there would be an autism awareness event at the Merritt Center on April 7.

### **Public hearing: Application for an on-premises wine and malt license for Roxy's Grilled Cheese Lynnfield LLC, dba Roxy's Grilled Cheese, Christina Rowley, Manager, 1205 Market Street**

Chairman Crawford announced the public hearing, duly advertised in the Lynnfield Villager and posted, on the above subject open. Attorney Matthew Kimball, representing the petitioner, introduced James DiSabatino, manager of the LLC, as well as Christina Rowley, proposed manager of the restaurant. He said abutters have been issued notice and the public hearing was duly advertised and posted.

Mr. Kimball described the menu and the location and footprint of the restaurant. He said that beer and wine would be served inside the restaurant and in the patio area, which will be visible from the interior and monitored by the staff. He said that the noise from the recorded music will be at appropriate levels. He said that deliveries will be made in accordance with the restrictions in the development agreement. The restaurant hopes to open this summer

He said Ms. Rowley worked for Boloco for nine years as a general manager and has worked the past year at the Roxy's Grilled Cheese Allston location, which has a liquor license. She is TIPS and Serv-Safe trained and trained in allergen awareness, as all the managers will be. He said beer and wine will not be the main source of revenue. Roxy's currently operates in Allston and South Boston; only Allston has a liquor license. There have been no violations. Roxy's also operates two food trucks in Cambridge.

Roxy's has also submitted an application for a common victualler license and a weekday entertainment license, for recorded music.

Chairman Crawford said the Board's chief concern is that liquor service is safe and that the manager and staff have the proper certification and are not serving people who should not be served, including those who have arrived at the location already intoxicated. He asked about the delineation of the patio. Seating is 36 inside and 30 on the patio. The other issues, Chairman Crawford said, are that noise does not spread beyond the premises and the deliveries take place.

There were no comments from the public. The public hearing was declared closed.

On the motion of Selectman Barrett, duly seconded by Selectman Barrett, the Board voted unanimously to approve the application for an on-premises wine and malt license for Roxy's Grilled Cheese Lynnfield LLC, dba Roxy's Grilled Cheese, Christina Rowley, Manager, 1205 Market Street.

On the motion of Selectman Barrett, duly seconded by Selectman Barrett, the Board voted unanimously to approve the application for common victualler's license for Roxy's Grilled Cheese Lynnfield LLC, dba Roxy's Grilled Cheese, 1205 Market Street.

On the motion of Selectman Barrett, duly seconded by Selectman Barrett, the Board voted unanimously to approve the application for weekday entertainment license for recorded music and televisions for Roxy's Grilled Cheese Lynnfield LLC, dba Roxy's Grilled Cheese, 1205 Market Street.

#### **Interviews for candidates for War Memorial Committee**

Chairman Crawford said eight residents who are veterans have volunteered to serve on this committee. He said that the committee is charged with designing and finding a location for the war memorial and produce a financing program to support this effort. He said that while the originally was originally proposed as a five-member committee, but he would like to accommodate all those who have volunteered, so asked that the Board expand the membership to nine and appoint all the applicants.

Selectman Barrett said that as when the Town sought a veterans services officer, a number of highly qualified people have come forward to serve on this committee, and said the more people involved the better. Selectman Dalton agreed with his colleagues, saying taking advantage of all of the volunteers would be the proper thing to do.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to increase the membership of the new War Memorial Committee from five to nine.

Chairman Crawford acknowledged the candidates and their qualifications and thanked them for their service to the country and for coming forward: Thomas Bogart, Joseph Connell, Paul Donato, John Harrigan, John H. (Jason) Kimball III, Charles Leach, Ronald Nutter, and Nick Secatore. He said Veterans Services Officer Bruce Siegel would be the ninth member.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to appoint Thomas Bogart, Joseph Connell, Paul Donato, John Harrigan, John H. (Jason) Kimball III, Charles Leach, Ronald Nutter, Nick Secatore and Bruce Siegel to the War Memorial Committee.

#### **Housing Authority discussion of grant application and land purchase**

Housing Authority Chairman Joseph Markey thanked the Board, Town Administrator James Boudreau and liaison Christopher Barrett for their interest and guidance. He explained that the Lynnfield Housing Authority (LHA) is seeking approval of a PATH (Planning Assistant Toward Housing) grant proposal to be submitted to the state Department of Housing and Development (DHCD) to retain planning assistance. The goal is to increase the availability of housing for a variety of income levels throughout the state by encouraging local planning toward that end. LHA is looking at the feasibility of developing a parcel of land on Harvey Park for construction of a Program 200 veterans priority housing development. Lynnfield families with incomes of \$96,000, or 80 percent of the median income, would be eligible. The application seeks \$25,000 for consulting to assist site and financial feasibility analysis and assist in the hiring of an architect. Mr. Markey said that LHA serves over 100 residents in elderly and disabled residents.

Chairman Crawford said the proposal appeared to be originally for low-income housing and then was changed to medium-income housing. Mr. Markey said that the grant proposal does not specify the type of housing, but the LHA board feels the Program 200 veterans priority development is the best choice for the community. Chairman Crawford said that a letter from DHCD raised concerns about the cost of land acquisition. Mr. Markey said that the estimated asking price is \$1.5 million. Funds are available through several state funds, and Lynnfield will later be eligible for roughly \$3.2 million for an 8-16 unit development at that property. No negotiations with the landowner have taken place. LHA is in the early stages of the process.

Chairman Crawford asked if the properties are adjacent. Mr. Markey said they are, and there may be an access road from the existing LHA development on Ross Drive. Chairman Crawford said he believes this would be a good location for the project. He asked about whether LHA funds can be used for these purposes. Mr. Markey said that DHCD has regulations regarding that issue.

Selectman Barrett thanked Mr. Markey and the LHA for their work. He said his understanding is that this grant would only begin the process and that there will be meetings with abutters and other residents as part of the process. Mr. Markey said there will be no financial impact on LHA and

the Town. He said the current housing on Harvey Park is multi-family. Selectman Barrett applauded the program that prioritizes veterans returning from combat, especially Lynnfield veterans.

Selectman Dalton asked if more affluent communities have received these grants. Mr. Markey said that there has been \$600,000 allocated annually, and that in past years the state has not expended all the funds. He said Swampscott has received a grant. The LHA will pursue other grants through the North Shore Home Consortium and a \$15,000 Massachusetts Housing grant.

Chairman Crawford said he would like to see an updated application reflecting new staff. Mr. Markey said an executive director search consultant has been hired to assist with the replacement of the executive director and the hiring process is underway. Several applications have been received. The state has not yet replaced its member on the LHA, which has been in contact with State Rep. Bradley Jones's office and the governor's office on the matter.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the Lynnfield Housing Authority's request to submit a PATH grant application.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to authorize the chairman to sign the application.

#### **Fire Department payroll signatory authorization**

Fire Chief Mark Tetreault said that as Captain Michael Feinberg has left the department, the department needs to identify another person to sign the payroll in the chief's absence. He recommended that Lt. James Alexander, who prepares the payroll, be given this authorization.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve Lt. James Alexander as a signatory for the Fire Department payroll.

#### **Approval of voting machines**

Mr. Boudreau said the state requires that the Board approve any new voting machines to be used by the Town. At annual town meeting, the Town voted to approve funding for four new voting machines to replace machines put in service in 2003. Town Clerk Trudy Reid is recommending they be purchased from LHS as they are nearby for access in an emergency and she has worked with them in the past. Mr. Boudreau said LHS provides a three-bin machine, which is the standard used in the state. The other bidder offered a two-bin machine. Ms. Reid said the three-bin machine assists in sorting the ballots.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to discontinue the use of the Accuvote-Optic Scan ballot tabulating voting equipment and to authorize Town Clerk Trudy Reid to purchase four Imagecast scanning and tabulation voting equipment through LHS Associates and to use the Imagecast voting equipment beginning with the September 8, 2016 State Primary and all elections and primaries, federal, state and local from that day forward.

#### **Request for Request by Finance Committee and Fields Committee member for exemption under Massachusetts General Laws Chapter 268A, Section 20 (B), Capital Facilities Advisory Committee contract**

Chairman Crawford said that this request would allow Finance Committee and Fields Committee member Robert Priestley to provide photographic services for the Capital Facilities Advisory Committee in documenting the condition of Town facilities.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the request from the Capital Facilities Advisory Committee for an exemption for Finance Committee and Fields Committee member Robert Priestley for an exemption under Massachusetts General Laws Chapter 268A, Section 20 (B) for photographic services.

#### **Appointment of assistant building inspector**

Chairman Crawford said that Building Inspector Jack Roberto has requested that Richard Colantuoni be appointed assistant building inspector for the purpose of serving during

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the appointment of Richard Colantuoni as assistant building inspector.

#### **Public comment period**

Resident Patricia Campbell asked to see follow-up on her request for employee performance evaluations. She said employee pay increases should be based on performance.

Resident Wayne Perry asked if the Town would save money changing the annual town election to coincide with the state elections in the fall.

#### **Administrative matters**

On the motion of Selectman Barrett, duly seconded by Chairman Crawford, the Board voted 2-0 to approve the minutes of April 11, 2016 as presented. Selectman Dalton abstained as he was not a member of the Board for the first portion of the meeting.

**Request for executive session under Mass. General Laws Chapter 30A, Section 21 (A) (3) to discuss collective bargaining strategy for which an open discussion may adversely affect the Town's negotiating position**

Chairman Crawford announced that the Board intends to enter executive session under the above-stated portion of a state law to discuss collective bargaining with Town employee collective bargaining units, an open discussion of which would be detrimental to the bargaining position of the Town. He announced the Board would adjourn after the executive session and not re-enter open session.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to enter executive session under Mass. General Laws Chapter 30A, Section 21 (A) (3) to discuss collective bargaining strategy for which an open discussion may adversely affect the Town's negotiating position. A roll call vote was taken: Chairman Crawford – aye; Selectman Barrett – aye; Selectman Dalton – aye.

The Board entered executive session at 7:50 p.m.