

BOARD OF SELECTMEN  
AGENDA  
Tuesday, April 11, 2017

Regular Meeting –7:00 p.m.

Al Merritt Center, 600 Market Street

\*\*\*\*NOTE\*\*\*\*

This meeting is being recorded and transmitted via cable television.

7:00 p.m.

Pledge of Allegiance

Board of Selectmen code of conduct

Goals and Expectations for 2017-2018 (Short & Long Term)

Fields project update

Recreational Path Committee discussion

Debt schedule review and update

Recommendations on warrant articles

Town Administrator update – Perley Burrill, town website,  
budget

Public comment

<b>Use of Town facilities:</b>	None
<b>Minutes:</b>	None
<b>One-day liquor licenses:</b>	None
<b>Proclamations:</b>	None
<b>Administrative matters:</b>	None

**Town of Lynnfield, MA**  
Board of Selectmen  
Code of Conduct

May 6, 2013

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As elected members of the Lynnfield Board of Selectmen, we accept this high honor and the trust that has been placed in us to ensure that the Town of Lynnfield, its residents, Town Administrator, department heads, employees and volunteers are respected, helping to ensure a sound foundation of how we operate our town. In acceptance of this role we commit to the following:

**Board of Selectmen members, in relation to the community:**

- Realize that each Board member is one of a team of three and must abide by, and carry out, all Board decisions once they are made.
- Remember that each member represents the entire community as a whole at all times.
- Acceptance of the role of a Board member is unselfish service, and not to benefit personally or politically from their Board activities.
- Abide by the ethics guidelines established by the Commonwealth of Massachusetts and the Town of Lynnfield.
- Always maintain the confidentiality of privileged information.
- Recognize that authority rests only with the majority decisions of the Board, and members will make no independent commitments or take any independent actions that may compromise the Board as a whole.

**Board of Selectmen members, in relation to the Town Administrator:**

- Realize that the Board's basic function is to make policy, with administration duties delegated to the Town Administrator to carry out the day-to-day operations of the Town.
- Endeavor to establish sound, clearly defined and communicated policies that will support and benefit the administration, the staff and residents of the community.
- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside this code of conduct.
- Not give instructions to, or request assistance from Town department heads, but rather channel all such activities and requests through the Town Administrator to the Board.

**Board of Selectmen members, in relation with other Board members:**

- Work to build trust between and among Board members and the Town Administrator by treating everyone with dignity and respect, even in times of disagreement.
- Strive to have no surprises for the Board or Town Administrator. All Board members will receive the same information on all topics in a timely manner.
- Respect the leadership roles of the Board Chair and the Town Administrator.
- Not to make statements or promises of how they will vote on matters that will come before the Board until they have had the opportunity to hear the pros and cons of the issue during a Board meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Refrain from communicating the position of the Board to such entities as media, state officials and residents unless the full Board has previously agreed on both the position and the language of a statement conveying the position.
- When presenting individual opinions and positions Board members shall explicitly state they do not represent the Board or the Town of Lynnfield nor will they allow the inference that they do.
- Treat with respect, the rights of all Board members despite differences of opinions.

**Board of Selectmen members, in relation with Town staff:**

- Treat all staff as professionals, with clear and honest communication that respects the abilities, experience, and dignity of each individual.
- Requests for materials and information from Town staff should be directed through the Town Administrator, or Administrative Assistant.
- Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Administrator through a private conversation.
- Insure that all materials or information provided to a Board member, be made available to all Board members.
- Refer constituent complaints and concerns to the appropriate Board liaison through the Town Administrator.

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Phil Crawford – Chair

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Dave Nelson – Vice Chair

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Tom Terranova Jr. - Clerk

## FIELD REPAIRS AND UPGRADES INCLUDED IN ARTICLE 25

### 1. Summer Street School

- a. Irrigation System
  - i. Remove the small softball/T-Ball field on the northwest side of the school and re-sod after the installation of drainage and irrigation. Field is no longer needed for youth sports.
    - 1. Install deep well to facilitate irrigation on all fields at SSS
  - ii. Install pavers or hardscape surface in area of playground to create small seating area adjacent to playground in area where the grass won't grow due to heavy foot traffic.
- b. Paved playground area
  - i. Repair and seal surface cracks in paved playground area;
  - ii. Repaint paved playground surface after repairs;
- c. All-purpose field (rear of school)
  - i. Slice seed the All-purpose field (this grass is deteriorating rapidly and we need to figure out how to make it better);
  - ii. Remove and blend clay surface to create new clay softball infield; install a home plate for youth softball; use Lynnfield approved clay mix;
  - iii. Examine sprinkler system on this field and make repairs as necessary to bring sprinkler system up to standard.
  - iv. Install pad and storage shed for equipment storage;
  - v. Replace benches on softball field;

### 2. Huckleberry Hill School

- a. All-purpose field
  - i. Install a deep well on the Southwest side of the school in the area outside the chain link fence;
  - ii. Power currently is installed within a NEMA rated control box on the back wall of the school; contractor will be required to install electrical power from the back of the school to the well; Includes trenching across approximately fifteen feet of paved parking lot;
  - iii. Install drainage under all-purpose field in conjunction with below irrigation system;
  - iv. Install field irrigation on the all-purpose field and all grass areas adjacent to the paved surfaces on the southwest side of the field including the grass areas between the all-purpose field and the parking lot;
  - v. Remove all grass on the All-purpose field that is inside the area of the parking lot and paved playground and the top 10 inches of material; replace with new soil and sod surface; NOTE: we want to replace all the grass in this area, not just the area of the all-purpose field.
- b. Paved playground area
  - i. Asphalt playground is beyond repair and needs to be milled and replaced; this includes cracks and trenches that exist from previous construction as well as the new trench area for the electrical service to the well.
  - ii. Modify fence gates and backstop behind basketball goals.

### 3. Lynnfield Middle School

#### a. Softball field

- i. Remove and blend clay surface to create new clay softball infield; install a pitcher's mound and home plate for varsity softball; correct the size of the infield to comply with varsity size requirements; use Lynnfield approved clay mix;
- ii. Remove all grass on the softball field that is inside the playing area and the top 10 inches of material; replace with new soil and sod surface; NOTE: we want to replace all the grass in this area.
- iii. Install an irrigation system that includes watering the infield; include a high-volume spigot in the area of the first base dugout for infield watering as needed;
- iv. Install underground water storage tanks and connect to the existing well to facilitate sufficient water storage to water both the baseball and softball fields as needed;
- v. Install bullpens per original plan in outfield area; explore alternative locations for these bullpens;
- vi. Install a permanent storage shed behind the backstop or adjacent to the field;
- vii. Make repairs to the batting tunnel and clean up the tunnel for use; install 110-volt outlet for pitching machine;
- viii. Install a permanent foul line marker on the right field foul line;
- ix. Safety netting along first base line to keep balls from hitting the school
- x. Replace field fencing in the area of the dugouts as needed for safety;
- xi. Install 110 v. electrical service in the area of the first base dugout;

#### b. Baseball Field

- i. Install 110-volt electrical outlet in the area of the third base dugout;
- ii. Pave area between first and third base dugouts, creating a walkway behind the backstop;
- iii. Install a new scoreboard in the right outfield.
- iv. Install a concrete pad for a small storage shed along the 1<sup>st</sup> base line.
- v. Install French drain system in infield to mitigate drainage issues.

- c. Install pads for trash and recycling containers and include solar recycling compactors on both fields;

### 4. High School

- a. Remove and replace tennis courts; new courts include 5 courts to facilitate normal high school league play;
- b. Install 30' netting along east side of the stadium field. Provide an alternative bid item to install 30' netting along the west side.
- c. Renovate planting beds in front of the amenities building. Remove mulch and replace with permeable hardscape surface and retain the trees in that area. Install larger shade trees.
- d. Lower catch basin west of amenities building.
- e. Install trench drains at Field 2 and 3 entrance slide gate.
- f. Install double swing gate near stadium scoreboard.

5. Newhall Park

- a. Overall park plan
  - i. Install new controls for the existing Musco lighting that will allow these lights to be controlled in the same fashion as the High School (software based operation).
  - ii. Include a well and new irrigation on both fields;
  - iii. Repoint existing stone wall.
  - iv. Groundwater considerations from previous drainage issues must be taken into consideration.
    - 1. Field drainage should be installed to minimize on-field drainage issues;
  - v. Remove and replace fencing on the field;
  - vi. Electrical, plumbing and irrigation systems need to be examined for suitability in the future;
- b. Install pads for trash and recycling containers and include solar recycling compactors on both fields;
- c. Install pad for port-a-potties that are in closer proximity to the fields;
- d. Large Baseball Field
  - i. Field should include announcers stand and PA system;
  - ii. Small bleacher seating along first and third baselines;
  - iii. This will be a tournament field and must be equipped appropriately
- e. Small Baseball Field
  - i. Small bleacher seating along one of the base lines.
- f. Playground
  - i. Install new play structure with new poured in place surface.

## FIELD REPAIRS AND UPGRADES INCLUDED IN ARTICLE 27 – JORDAN PARK

1. Soccer Field
  - a. Install a wall along the edge of the existing parking lot that will allow additional width on the field to facilitate two full sized youth soccer fields;
  - b. Remove materials in the area of the old infields that is currently causing drainage problems; install appropriate field drainage and re-sod area;
  - c. Replace the fence as needed; Remove backstops in the corners; **install multiple pedestrian access gates.**
  - d. Inspect irrigation system and repair as needed;
  - e. Install pads for trash receptacles and provide solar recycling trash containers;
  - f. Install pad for port-a-potties that are in closer proximity to the fields and do not require traveling through the parking lot to reach them (safety issue);
  - g. Prune vegetation along northern property line.
  - h. Install netting along western field edge to protect parking area.
  - i. Re-fence area around well to provide access for service;
  - j. Install a permanent backboard or similar structure along fence line for shooting practice;
2. Playground
  - a. Remove existing playground to provide additional room for new parking lot;
  - b. Install new playground in area above new parking lot;
3. Parking Lot
  - a. Engineer a new parking lot plan that includes additional drainage to handle the parking lot as well as address the drainage issues that exist in the surrounding neighbors' yards; increase the parking spaces available and create handicap accessible parking;
  - b. Provide new and improved entrance and travel routes in the parking lot to facilitate traffic flow and avoid the existing congestion issues;
  - c. Install Shrubbery and trees or natural barriers along property lines to provide protection for the neighbors adjacent to the parking lot on both Pillings Pond Rd. and Wildwood Dr.;
  - d. Maximize the number of parking spaces available in this parking lot;
4. Alan Jordan Memorial
  - a. Create a new memorial area that pays appropriate tribute to this decorated Viet Nam veteran; will generally include relocating the existing stone monument to a prominent viewing location between the parking and fields.

**Lynnfield Town Fields Improvements 2017**

Order of Magnitude Cost Estimate

Gale JN 716034

4/4/2017

A detailed cost estimate has not been performed.  
This estimate is for order of magnitude purposes  
only.

**1 Summer Street School**

Subtotal		\$	403,807.80
Contingency	15%	\$	60,571.17
<b>Total Estimate</b>		<b>\$</b>	<b>464,378.97</b>

**2 Huckleberry Hill School**

Subtotal		\$	487,677.30
Contingency	15%	\$	73,151.60
<b>Total Estimate</b>		<b>\$</b>	<b>560,828.90</b>

**3 Newhall Park**

Subtotal		\$	964,920.00
Contingency	15%	\$	144,738.00
<b>Total Estimate</b>		<b>\$</b>	<b>1,109,658.00</b>

**4 Middle School Fields**

Subtotal		\$	429,165.00
Contingency	15%	\$	64,374.75
<b>Total Estimate</b>		<b>\$</b>	<b>493,539.75</b>

**5 Jordan Park**

Subtotal		\$	1,352,010.00
Contingency	15%	\$	202,801.50
<b>Total Estimate</b>		<b>\$</b>	<b>1,554,811.50</b>

**6 High School**

Subtotal		\$	373,065.00
Contingency	15%	\$	55,959.75
<b>Total Estimate</b>		<b>\$</b>	<b>429,024.75</b>

**7 Glen Meadow**

Subtotal		\$	50,490.00
Contingency	15%	\$	7,573.50
<b>Total Estimate</b>		<b>\$</b>	<b>58,063.50</b>

**Total (Excluding Jordan Park)** \$ 3,115,493.87**Jordan Park** \$ 1,554,811.50**Total Estimate** \$ 4,670,305.37