

BOARD OF SELECTMEN
AGENDA
Monday, November 7, 2016

Regular Meeting – 7:00 p.m.

Merritt Center, 600 Market Street

****NOTE****

This meeting is being recorded and transmitted via cable television.

7:00 p.m.

Pledge of Allegiance

Interview : Council on Aging – Steven Galante

Public hearing: Revocation of on-premises all-alcohol license,
Broadway Lights, LLC, formerly the Fat Cactus

Proposed revision of ambulance/EMS billing rates

Request for Keno monitor, Center Market, 588 Main Street

Request for members, Open Space and Recreation Committee

Vacancies on Town boards

Memorandum of Understanding : public works bargaining unit

Memorandum of Understanding: clerical bargaining unit

Needham Road update

Public comment period

Use of Town facilities:

Common, Tree Lighting Ceremony, Dec. 3, 2016

Request for road race, Calvary Church

Community Service Day, Jordan Park, April 8, 2017

Minutes:

October 3, 2016; October 17, 2016

Proclamations:

None

Administrative matters:

Signing of warrants



Town of LYNNFIELD

CHRISTOPHER J. BARRETT
PHILIP B. CRAWFORD
RICHARD P. DALTON

JAMES M. BOUDREAU
Town Administrator

BOARD OF SELECTMEN

October 28, 2016

BY CERTIFIED MAIL

Karen Colangelo
Broadway Lights, Inc. d/b/a The Fat Cactus
c/o Atlantic License Brokers
450 Plain Street, Suite 5
Marshfield MA 02050

Dear Ms. Colangelo:

I am writing to inform you that the Lynnfield Board of Selectmen has scheduled a public hearing for Monday, November 7, 2016, at 7:15 p.m. in the Al Merritt Media and Cultural Center, 600 Market Street, Lynnfield MA 01940, pursuant to Massachusetts General Laws, Chapter 138, Section 77.

The purpose of this hearing is to determine whether the Board shall revoke the all-alcohol restaurant license of Broadway Lights, Inc., d/b/a The Fat Cactus, for non-use. The Board is in receipt of your letter of April 5, 2016 informing it that Broadway Lights, Inc., d/b/a The Fat Cactus, has ceased operations. The Fat Cactus has not served patrons since on or before January 1, 2016, and Broadway Lights, Inc. is no longer in control of the licensed premises.

You may bring legal representation and witnesses to this public hearing.

If you have any questions, please call me at (781) 334-9410.

Yours very truly,

Robert E. Curtin
Assistant to Administration

enc: Letter from Karen Colangelo to the Board of Selectmen

April 5, 2016

Via First Class Mail

Town of Lynnfield
Board of Selectman
55 Summer Street
Lynnfield, MA 01940


RE: Broadway Lights, Inc. d/b/a The Fat Cactus

Dear Board Members:

This letter is shall serve as notice to The Town of Lynnfield Licensing Board that Broadway Lights, Inc. d/b/a The Fat Cactus has ceased operations. Atlantic License Brokers has been engaged to market and sell our Section 12 On Premise All Alcoholic Beverages License.

It has been a pleasure doing business in the Town of Lynnfield and we appreciate all of the support we have received during our tenure here.

Very truly yours



Karen Colangelo

Broadway Lights, Inc. d/b/a The Fat Cactus


Town of Lynnfield

CHIEF
MARK W. TETREULT
59 SUMMER STREET
LYNNFIELD, MA 01940-1823
781-334-5152
FAX: 781-334-2592



FIRE DEPARTMENT

To: James Boudreau, Town Administrator

From: Mark Tetreault, Fire Chief 

Subject: Ambulance Billing

Date: November 2, 2016

As requested I have completed an evaluation of the Lynnfield Fire Department ambulance billing rates. Although, I am unaware of the last time these rates were adjusted, it would appear it has been quite some time.

My first recommendation is we move to a "bundled-billing" system. Our current billing system is referred to as an "al a carte" system. In an al a carte system we have a base billing rate and then charge for specific procedures or treatments. In our current, system the insurance provider can challenge the need for a treatment or deny coverage because a specific plan does not cover said treatment. These challenges can cause extensive delays in payment. A bundled-billing system is much simpler and is based on the level of care provided. A bundled system eliminates all the challenges and confusion associated with an al a carte system. A bundled system has a higher base rate, but forgoes charges for specific treatments. Most insurance providers prefer bundled systems, and Medicare will only pay a bundled rate. Although a bundled system is not intended to increase revenue, my experience has shown quicker payments and increases in revenue.

Based on a bundled system, I asked our billing provider to recommend a bundled rate. The recommended rate is based on comparing Lynnfield to other communities and evaluating our cost to provide service. Based on the recommendations of our billing provider, I recommend the following rates:

| | |
|-----------------------------------|-------------------------|
| Mileage | \$50.00 per loaded mile |
| Basic Life Support Transport | \$1,650 |
| Advanced Life Support 1 Transport | \$2,150 |
| Advanced Life Support 2 Transport | \$3,150 |

Please see the attached documents:

1. Compares our current al a carte billing rates to the proposed bundle-billing rates.
2. Compares the proposed billing rates to several other communities.
3. States Medicare bundled-billing rates.
4. Summary of our balance billing policy.
5. Summary of Financial Hardship policy.
6. Detailed waiver policy.
7. Financial hardship waiver form

I would be happy to answer any questions you or the Board of Selectmen have regarding this proposal.

Ambulance Billing

| • Current | | • Proposed Bundled Rate | |
|------------------|---------|-------------------------|---------|
| – Mileage | \$50.00 | – Mileage | \$50.00 |
| – BLS | \$1,000 | – BLS | \$1,650 |
| – ALS1 | \$1,500 | – ALS1 | \$2,150 |
| – ALS2 | \$2,000 | – ALS2 | \$3,150 |
| – Oxygen | \$250 | | |
| – Airway | \$400 | | |
| – IV | \$300 | | |
| – Cardiac Mon. | \$350 | | |
| – Defibrillation | \$350 | | |
| – Extra EMT | \$300 | | |
| – C-Spine | \$350 | | |
| – Medications | \$300 | | |

Bundle billing community comparison

| Town | Mileage | BLS | ALS1 | ALS2 |
|------------------|----------------|----------------|----------------|----------------|
| Billerica | \$40.18 | \$1,560 | \$2,185 | \$3,565 |
| Cambridge | \$42.00 | \$1,695 | \$2,150 | \$2,795 |
| Cataldo | \$60.00 | \$1,210 | \$1,910 | \$2,210 |
| CMERA (9 Town) | \$31.00 | \$1,375 | \$1,865 | \$2,365 |
| Comstar Avg | \$34.00 | \$1,293 | \$2,099 | \$3,194 |
| Foxborough | \$44.63 | \$1,361 | \$1,938 | \$3,326 |
| Gloucester* | \$46.08 | \$1,514 | \$1,797 | \$2,602 |
| Lynnfield | \$50.00 | \$1,650 | \$2,150 | \$3,150 |
| Medway | \$28.00 | \$1,250 | \$1,695 | \$2,150 |
| Melrose | \$39.00 | \$1,750 | \$2,150 | \$2,725 |
| Middleton | \$35.00 | \$1,350 | \$2,200 | \$3,300 |
| Nahant* | \$32.00 | \$1,205 | \$1,950 | \$3,010 |
| North Reading | \$38.00 | \$1,250 | \$1,650 | \$1,850 |
| Norwell | \$28.00 | \$1,250 | \$1,650 | \$2,150 |
| Winchester | \$33.00 | \$1,250 | \$2,082 | \$3,225 |

* Rates are not bundled

Medicare Rates

Medicare rates do not change

| Mileage | BLS | ALS1 | ALS2 |
|---------|----------|----------|----------|
| 7.24 | \$401.35 | \$476.61 | \$689.82 |

Balance Billing

- We do not balance bill for Medicare patients
- We do not balance bill for coverage not provided by the insurance provider
 - Except: deductibles and co-pay*

Bundle billing will reduce the discrepancies between the insurance company and Lynnfield billing.

*see ambulance billing waiver policy

Financial Hardship

- Customer must fill out a Financial Hardship form.
- Based on income, insurance, and ability to pay, we can waive all or a portion of the ambulance bill.

Lynnfield Ambulance Billing Waiver Policy

Purpose

To establish a policy of compassionate billing that allows waiving of ambulance transport fees based on established Department of Health and Human Service Poverty guidelines, and to abide by decisions made by the Center for Medicare Medicaid Services (CMS) OIG.

Preface

The charges for EMS transport billing may be waived, based on the patient's Town of residence and/or upon financial hardship, as determined by the guidelines established by the municipality. These procedures are intended to serve as guidelines and to ensure an audit trail.

Procedures

ALL PATIENTS who are unable to pay their co-pays, deductibles or who are uninsured and unable to make payments may request a financial hardship review of their transport charge. Patients, or their designee, should complete the Hardship Waiver Form whenever possible. Pro EMS Solutions may also identify and document financial hardships.

The Hardship Waiver Form can be requested by contacting Pro EMS Solutions 617.682.1830. The completed form should be forwarded to Pro EMS Solutions, 31 Smith Place, Cambridge, MA 02138 or faxed to 617.492.0344. Pro EMS Solutions will review the form. If approved, the account will be noted and the completed form will be attached when available.

If any insured party requires EMS transport within a calendar year that exceeds their policy limits and no additional insurance coverage is available, the fees for service beyond the coverage limits will be waived.

Patients will fall into one of the following categories for billing purposes:

Insured through health insurance, Medicare and Medicaid

The appropriate health insurance carrier will be billed by Pro EMS Solutions.

- **ALL TOWN RESIDENTS** who have any applicable insurance co-payments will have this charge waived due to the assumed payment of City/County real estate and/or personal property taxes. Deductibles will be billed to the patient.
- **NON-RESIDENTS** will be billed for deductibles and co-payments.

No Insurance

A bill will be sent to ALL PATIENTS transported. If the patient has the ability to pay, then payment is expected in full. If the patient can demonstrate financial hardship, they may request to be considered for a payment plan or financial hardship waiver.

Bill generated/No collection

There are instances when a bill is generated in which the municipality would be merely transferring funds from one department's budget to another to satisfy the bill, for example when an on-duty employee is transported to the hospital for a compensable worker's compensation injury. In these instances, there would be no requirement to pursue payment of the bill. Pro EMS Solutions would update its records to reflect this adjustment.

Contractual write offs

The bills that Medicaid, Medicare and insurance companies pay on behalf of an insured individual are sometimes adjusted to pay only a portion of the billed amount. This adjustment referred to here as a "contractual write off" is usually due to laws governing the payment amount or through agreements between insurance companies and Pro EMS Solutions. The contractual write offs are not considered unpaid balances that would require pursuit of the amount from the insured individual. In fact, Medicare and Medicaid prohibit balance billing. Entities that work with insurance providers consider contractual wire offs as a cost of doing business. Therefore, Pro EMS Solutions will adjust individual bills for contractual wire offs. We will not pursue individuals for payment of contractual write offs. Co-payment and deductibles for non-residents would still be billed and collected as permitted or required by applicable law.

Collection Agency Referrals

ALL PATIENTS (residents and non-residents) who do not respond to multiple attempts to contact them through invoices and telephone calls will be referred to a collection agency and will be subject to being reported to Credit Bureau.

ALL PATIENTS with a balance after insurance of \$200 or greater who do not respond to multiple attempts to contact them through invoices and telephone calls will be referred to a collection agency and will be subject to being reported to Credit Bureau.

ALL PATIENTS with a balance after insurance less than \$200 who do not respond to multiple attempts to contact them through invoices and telephone calls will have the balance written off as a Bad Debt.

Town of Lynnfield

CHIEF
MARK W. TETREULT
59 SUMMER STREET
LYNNFIELD, MA 01940-1823
781-334-5152
FAX: 781-334-2592



FIRE DEPARTMENT

Ambulance Transport Fee Financial Hardship Waiver Form

Applicant Name: _____ Account # _____

Applicant Address: _____

Monthly Household Income: _____ I have an abatement of property tax _____

Number of Dependents Living in Household: _____ I am covered by Health Safety Net: _____

Responsible Party (if different from applicant):

Name: _____ Relationship: _____

Address (if different from applicant): _____

I do hereby request that I, as either the applicant, or the party who is financially responsible for the applicant, be considered for a reduction in the payment responsibilities as they relate to this EMS transport service fee. By signing this form, I certify that I have no insurance that can be billed for this charge and cannot pay due to financial hardship. I declare that all of the information contained in this document is true and accurate. Further I understand that I may be held liable for any false statements pertaining to this waiver request. I hereby agree to notify the billing agency Pro EMS Solutions of any change in the financial status of the applicant or the responsible party that may affect the ability to pay the ambulance transport fee.

Signature: _____ Date: _____

Printed Name: _____

For questions regarding the hardship waiver process, please call (781) 334-5152 ext 1225 or via e-mail to: mtetreault@town.lynnfield.ma.us

Mail this application and all attachments to:

Pro EMS Solutions, 31 Smith Place, Cambridge, MA 02138 or fax to 617.492.0806

For Office Use Only:

Run #: _____ Approval Signature: _____

Date of Service: _____ Date Received: _____

Claim (circle one): Approved _____ Denied _____ Reason: _____

Referred back to Lynnfield Fire Department for further action: _____



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

MICHAEL R. SWEENEY
Executive Director

October 28, 2016

Lynnfield Board of Selectmen
55 Summer Street
Lynnfield, MA 01940

Dear Sir/Madam:

The Massachusetts State Lottery is offering a KENO monitor to existing KENO To Go agents to display the game at their location. In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified of the Lottery's intent to install a monitor at the following KENO To Go agent(s) in your community:

Center Market
588 Main St.
Lynnfield

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to Carol-Ann Fraser, General Counsel, Legal Department, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Should you have any questions regarding this program or any other issues relative to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its' efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,

Michael R. Sweeney
Executive Director

Certified Mail – Return Receipt Requested:
7001 2510 0004 1227 1368



Supporting the 351 Cities and Towns of Massachusetts

Town of Lynnfield, Massachusetts

CONSERVATION COMMISSION



55 SUMMER STREET
LYNNFIELD, MA 01940
781-334-9495
FAX 781-334-9509

October 20, 2016

Chairman Phil Crawford
Lynnfield Board of Selectmen
55 Summer Street
Lynnfield MA 01940

RE: OPEN SPACE & RECREATION PLAN COMMITTEE

Dear Mr. Crawford,

Lynnfield's current Open Space and Recreation Plan will be expiring next year. Please consider this letter a request for the Board of Selectmen to advertise for community members who are interested in serving on a town board to request appointment to this Committee. The purpose of the Open Space and Recreation Plan is to present a vision and action plan for Lynnfield's future. Having an approved Plan will provide a working document and resource for Lynnfield in making future plans, maintain and improve existing open space areas, create an Open Space Task Force to carry out the goals of the Plan, as well as to apply for State and other grants.

The former Co-Chairman, Bert Beaulieu, still lives in town and I will reach out to him to see if he is still interested in staying on this Committee. Most of the other members have moved out of town or are no longer interested in serving. In the past we have requested that there be at least one member from the Recreation Commission, one member from the Conservation Commission and five other members at large to represent the four precincts.

Any assistance you could provide on this matter would be greatly appreciated.

Thank you,

Betty Adelson
Conservation Administrator

cc: Mr. Chris Barrett, Board of Selectmen member
Mr. Dick Dalton, Board of Selectmen member
Jim Boudreau, Town Administrator

VACANCIES on TOWN BOARDS

Recreational Path Committee - 2

Historical Commission – 1

Memorial Day Committee - 1

Open Space and Recreation Committee - 5

Personnel Board – 1

Board of Appeals (alternate) - 1

Townscape, Inc

Box 172
Lynnfield, Massachusetts 01940

October 20, 2016

Mr. Philip Crawford
Chairman, Board of Selectmen
Town of Lynnfield
55 Summer Street
Lynnfield, MA 01940

Dear Chairman Crawford;

In the spring of 2016 the members of Townscape assisted by a variety of public officials and other Lynnfield residents established a day of community service. The project that we chose was to clean up Glen Meadow Park in anticipation of the playground improvements that we hoped Town Meeting would approve. With the assistance of dozens of people, we cleaned out many years of weeds and overgrowth allowing the park to be used as it was intended.

In addition, the Lynnfield Mother's Group and interested residents raised tens of thousands of dollars to supplement the town approved playground at this location. In the last few weeks the DPW has completed the installation of the play structure that was approved at Town Meeting and Townscape funded a concrete kiddie track around the playground, the construction of the paver pavilion and walkway as well as the installation of a vinyl chain link fence around the play area of the park.

Townscape is seeking permission to conduct another community service day at Jordan Park on Saturday, April 8, 2017. We are asking for the assistance of the DPW in removing the debris and trash that we collect during this cleanup. It is our intention to work with the DPW Director in defining the scope of work but our early list of chores includes cleaning the area outside of the fences that is overgrown with weeds, removing the bleachers that are there and removing the extra soccer goals and other "junk" that has collected in that area over the years.

Thank you for your time and consideration in this matter of mutual benefit.

Very truly Yours,



Arthur J. Bourque
President