

**Board of Selectmen's Meeting
Open Session Meeting Minutes
35 Central Street – Town Hall
Hearing Room
July 26, 2016**

Members Present: Chairwoman Ann Marie O'Neill, Vice Chairwoman Caroline Colarusso, Secretary Anthony Wilson, Selectman Thomas Boussy, Selectman George Seibold

Also Present: Attorney William Solomon, Attorney Robert Galvin, Interim Town Administrator Robert Markel

Call to Order: Chairwoman O'Neill called the meeting to order at 7:05 p.m. (To view this meeting in its entirety go to Stoneham TV on Demand available from the Town's homepage at www.stoneham-ma.gov)

Agenda Item 1: Pledge of Allegiance

Agenda Item 2: Status of Hiltz Waste Disposal, Inc. ("Hiltz") – Solid Waste and Recycling Contract (Time 00:50 on Stoneham TV on Demand) Chairwoman O'Neill stated that Hiltz gave notice that as of 9/30/16, they will no longer be collecting trash or recycling for the Town and are, therefore, in breach of contract. Markel stated that the General Manager of Hiltz stated that they are no longer in the position to pick up the Town's trash. He stated that they are in breach because they were no longer bonded as of 6/30/16, because the bonding required \$1,000,000 in assets which, apparently Hiltz no longer possesses. Markel stated that Hiltz has a new contract in Gloucester that contains a 40% increase. Markel stated that Waste Management and JRM and both are interested in discussing the contract, but that it is clear that any company would want a long term contract and that there will be a substantial increase in the price. Markel stated that he was looking for the Board's guidance as to whether they want him to seek direct negotiation with several companies or put out a bid document. He stated that it is not a 30b contract, but an RFP is still appropriate.

O'Neill stated that there is a large senior population in Town and increasing the fee, increases their burden. She asked if there is a way to customize the plan for the seniors. Markel stated that one barrel programs typically work for seniors. Markel added that Hiltz has stated that they will continue to pick up trash until the end of FY17 for an additional \$100,000. Selectman Seibold stated that he heard that JRM suggested a \$200,000 increase to Reading. Selectman Wilson stated that if there is time, the trash contract should go out to bid. Selectman Boussy stated that it is a policy issue as to whether the Trash should be automated and that would require a six month roll out. He also stated that some companies may not be able to assist the Town if they are not fully automated.

Markel state that if the Town is going automated then a ten year contract is the way to go so that the cost can be spread over ten years and that any company stepping in will want a long term contract.

Colarusso state that the Town just lowered the trash fee and, in order to keep the cost down, the Town needs to be open to incentivizing. Selectman Seibold stated that he wants to hear from Robert Grover on this matter. Markel stated that this does not have to go into the central register or the newspaper. He continued that the RFP can be sent directly to interested companies. In the last week of August, we can go through the bids and have a decision for September 1. Selectman Seibold asked why we need three weeks. Boussy stated that Jeff Towne is not under contract yet, but that he is going to have to live with the contract.

O'Neill stated that Hiltz does not pay for the use of Stevens Street and yet they have containers and trucks there. She questioned why the use of Stevens Street and associated fees are not in the contract. Grover stated that the use of Stevens Street was an option available to all and that the three dumpsters that are there were part of the RFP. Selectman Boussy stated that the dumpsters were not part of the RFP.

Boussy stated that he has no problem with putting out the RFP, but it needs to be clear about automation. Wilson stated that he would like pricing for both automated and manual collection. Wilson clarified that there will be a request for proposals, that contains both automated and manual pricing and one size of containers.

Seibold stated that it would be quicker to have a two week bidding process and requested information regarding the bidding process from a representative of Waste Management that was in the audience. O'Neill stated that the present discussion is between Board members only and that Seibold was not permitted to direct questions to specific audience members. O'Neill directed the Board to take a five minute recess.

Following a five minute recess the Board reconvened. O'Neill requested that the Board members respect meeting order as well as respecting her. Selectman Seibold stated that he should be respected as well.

Colarusso moved the Board to ask Markel to put out an open and competitive bid to those companies that have indicated interest; that includes the current three bag pricing, two bag pricing, and one bag pricing; manual and manual-to-automated systems; a ten year term with a flexibility clause regarding the amount of recycling and automation; and the Stevens Street rental. The motion was seconded by Seibold.

Voting in Favor:

Chairwoman O'Neill
Vice Chairwoman Colarusso
Secretary Wilson
Selectman Seibold
Selectman Boussy

Motion carries (5-0).

Agenda Item 3: Communications Liaison Job Description (Time 38:11 on Stoneham TV on Demand) Boussy stated that Wilson responded to Boussy's request for feedback on the job description, but that he may have misunderstood the initial job description. Boussy stated that the Board hired Erin to be the secretary and then to handle the website. Erin's salary reflected the additional duties. Boussy continued that it wasn't a good fit to have the communications part in the job description for secretary, when the new secretary was hired, the communications part was removed from the job description and the salary decreased, and then Board voted to have a Communications Liaison. Wilson stated that the liaison would need website accessibility to update the website or create a blog, would need knowledge of content management, search engine optimization, and alt text and title text for image uploading. Boussy stated that web content manager is a different position. O'Neill stated that the website is supposed to be a calendar of events and the Town site needs work. Colarusso stated that the Board is looking for a communications person, not a website designer.

Wilson stated that he is in the industry and there are basic skills that are required of an individual and the skills protect the Town from liability. Boussy stated that Wilson should be involved in interviewing the candidates for the position.

Colarusso moved to accept the job description and to add Wilson to the subcommittee for the candidate interviews. Seibold seconded the motion.

Voting in Favor:

Chairwoman O'Neill
Vice Chairwoman Colarusso
Secretary Wilson
Selectman Seibold
Selectman Boussy

Motion carries (5-0).

Agenda Item 4: Update, if any, regarding the selection Jeffery Towne for the Position of Town Administrator This matter was not discussed.

Boussy moved to enter into Executive Session pursuant to M.G.L. c.30A, sec 21(a)(2) to discuss strategy in preparation for negotiations with nonunion personnel, with respect to the employment of Jeffery Towne as Town Administrator and not to return to open session. Colarusso seconded that motion. A roll call vote was taken.

Voting in Favor:

Chairwoman O'Neill
Vice Chairwoman Colarusso

Secretary Wilson
Selectman Seibold
Selectman Boussy

Motion carries (5-0).

Boussy moved that the Board enter into Executive Session pursuant to M.G.L. c.30A, sec 21(a)(3) to discuss strategy with respect to litigation as may be demonstrably likely to requires a determination, arising from and regarding the Hiltz Solid Waste and Recycling Contract and not to return to open session. Wilson seconded the motion. A roll call vote was taken.

Voting in Favor:

Chairwoman O'Neill
Vice Chairwoman Colarusso
Secretary Wilson
Selectman Seibold
Selectman Boussy

Motion carries (5-0).

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Dava Feltch Kilbride
Secretary to the Board of Selectmen