

Stoneham Board of Selectmen – Minutes of Meeting of September 8, 2015

Chairman Thomas Boussy called the meeting to order at 7:00 p.m. Also present were Selectwoman Caroline Colarusso, Selectman John F. DePinto, Selectwoman Ann Marie O'Neill, Selectman Frank Vallarelli and Town Administrator David Ragucci. Town Counsel William H. Solomon arrived at 7:10 p.m.

The following minutes include the actions taken at the meeting and a brief summary of the discussions had by the Board of Selectmen. If you would like to hear detailed discussion please see the time listed next to each agenda item and go to Stoneham TV on Demand available from the homepage www.stoneham-ma.gov

Pledge of Allegiance

Viewpoint Proposal Discussion/Carl Anderson (Time :40-22:39 on Stoneham TV on Demand)

Carl Anderson from Viewpoint explains the e-permitting program. Mr. Anderson states he met with Dave, Cheryl and Tom back in June. This program would provide efficiency gains through automation for the Town. Chairman Boussy asks if the information is transferred to other departments. Mr. Anderson states yes it can be uploaded and viewed by all anyone with permissions. Selectwoman O'Neill asks what other communities use the program. Mr. Anderson states they have 30 customers and names the surrounding towns using the program. Selectwoman O'Neill asks if training and setup is included. Mr. Anderson states yes. Mr. Ragucci states after viewing with Cheryl and Tom this was the best program above others. Selectman Vallarelli asks if this program can be used by other departments than the building department. Mr. Anderson states yes. Selectwoman Colarusso asks what the feedback has been from other towns. Mr. Anderson states they build the program for the customer. Selectwoman Colarusso asks if there are different packages. Mr. Anderson states it is one product and it depends on how many records you produce which is \$6.00 per record. Chairman Boussy clarifies the total cost he saw does not include data entry. Mr. Anderson states that is correct. Selectwoman O'Neill states we have to look at how many building permits we are not capturing because contractors cannot get here. Chairman Boussy asks if the simple permits can be applied for over the weekend. Mr. Anderson states yes there are express permits available. Selectwoman Colarusso asks what the turnaround in investment has been for other communities. Mr. Anderson states it creates tremendous efficiency. Selectman DePinto asks what the maintenance turnaround time is. Mr. Anderson states most issues are resolved within a day. Chairman Boussy states another advantage is being able to find a contractor. This process saves time from having to travel to get the permit. This will be helpful to the homeowners. Mr. Anderson states this is a win win with customer service and satisfaction. Selectman DePinto made a motion to direct Mr. Ragucci to get a formal proposal from Viewpoint and have Attorney Solomon draft a warrant article as a placeholder for the October Town Meeting to use free cash in case we do not use Mitigation Money, seconded by Selectwoman O'Neill and **unanimously voted (5-0)**.

Community Compact Designation (Time 22:40-42:40 on Stoneham TV on Demand)

Town Planner Erin Wortman speaks about Community Compact Executive Order. This program promotes good practices, reduces red tape and it develops specific community compacts. Selectman Vallarelli asks what kind of money they are talking. Ms. Wortman states they will provide the technical services we need in our designated areas. Selectman DePinto asks if they are going to tell us what to do or assist us. Mr. Ragucci states they will assist us and if we don't like it we don't have to use it. Selectwoman Colarusso states she has looked into this and feels this stems from Governor Baker and Lieutenant Governor Polito. They were on Boards of Selectmen so they understand that the resources are not always there to get a perfect budget document. She feels that we did make strides but she feels the budget process is going to be somewhat augmented and that we started out in a certain direction but I do think that it needs much more tweaking. Selectwoman Colarusso states it needs line item and compartmentalized in every department and this seems like the best opportunity to get someone in here with some technical expertise. She states there is a lot of financial enhancements that we can benefit from. Selectwoman Colarusso states we are going to determine our free cash soon and Ann Marie mentioned mitigation money. She states we should put some sound fiscal financial policies in place to start looking at small and medium ticket items as a town maybe we can fund those without increasing taxes and avoiding debt exclusions. She thinks this would be foundational in preparing us for having those types of discussions moving forward. She feels this is a good investment and would be interested in working with the person on the budget aspect of it. Selectwoman O'Neill states she feels this is a fantastic opportunity and looking at the financials she thinks they have to get the budget document done before we do the long range planning. She states that Ms. Wortman is looking to implement the things we have wanted to implement but have not had the staff to do that will bring in a lot more money to the community. Dolly Wilson spoke. Selectwoman Colarusso made a motion to become a Compact Community, seconded by Selectman DePinto and **unanimously voted (5-0)**. Selectwoman Colarusso made a motion to focus on the following three areas (1) Budget (2) Open Space (3) Housing & Economic Development and to move forward with the application, seconded by Selectwoman O'Neill and **unanimously voted (5-0)**.

Approve Veterans Day Memorial Road Race (Time 42:59-43:44 on Stoneham TV on Demand)

Selectwoman O'Neill moved for approval of the Veterans Day 5K Road Race on November 11, 2015 and the requested street closures, seconded by Selectman DePinto and **was unanimously voted (5-0)**.

Selectman Vallarelli made a motion to move to item #13.

Trash Discussion/DePinto (Time 44:00-78:10 on Stoneham TV on Demand)

Chairman Boussy reviewed all the information that was in the packet and put together a narrative of where we were, where we are at and where we are going. Selectman DePinto asks if it an allowable expense to use this money to bring back the recycling coordinator. Mr. Ragucci states he believes if this Board deemed it to be it could. Selectwoman O'Neill states wasn't that position paid through a grant. Mr. Ragucci states the grant ran out. Selectwoman O'Neill asks if they applied for another grant. Mr. Ragucci states he does not believe they have. Mr. Grover states there was none available at the time. Selectman DePinto states if we are not giving money back to the people let's use the money for the recycling coordinator to allow him to continue his programs. Selectman DePinto asks how we get to 30% recycling without coordinator. Selectwoman Colarusso and Chairman Boussy would like to see recycling barrels on the common and at the parks. Chairman Boussy states he has been asking for barrels at these locations for the past year. Selectwoman Colarusso states doing these things would boost the recycling. Selectwoman O'Neill states there needs to be a discussion to make sure the needs of the town are being met moving forward and what direction they would like to see it go. Chairman Boussy states if this position is funded it will be a new hire and follow the same procedure as all the other new hires. Selectman Vallarelli asks why we never got the big bellies. Chairman Boussy states he originally thought they would get them through Green Communities but now he states they really need to look at the surplus and figure out how to spend it. Selectman Vallarelli states he is comfortable with the trash fee at \$160.00 right now until

we see what the big picture is. The Board agrees they want to get rid of the trash fee and there was a discussion on where they are and how they would like to proceed. Selectwoman Colarusso requested that Mr. Ragucci purchase some new recycling barrels. Mr. Ragucci agrees. Chairman Boussy reads some of Hiltz letter of what they promised to do and there are promises that are not being kept. Chairman Boussy asks about the dumpsters at Stevens Street and see if there is any way we can start sharing in that profit as well. Mr. Ragucci asks if the money for the recycling barrels can be taken out of the surplus. Selectwoman O'Neill states she would like them to look at the big picture before spending any of that money. Chairman Boussy states they will continue to look into the best practice in trash.

Liquor Licensing Authority

Selectman DePinto moved to go into Liquor Licensing Authority and return as the Board of Selectman, seconded by Selectwoman Colarusso.

Voting in Favor:

Selectwoman Colarusso
Selectman DePinto
Selectwoman O'Neill
Selectman Vallarelli
Chairman Boussy

Motion was unanimously voted (5-0).

Meeting recessed at 8:20 p.m. to go into Liquor Licensing Authority.

Meeting reconvened at 8:40 p.m.

Approve Block Party/Longbow Rd/Windsor Rd/Parkway Rd/Keene Street (Time 99:18-99:40 on Stoneham TV on Demand)

Selectman DePinto made a motion to approve all the block party requests, seconded by Selectwoman Colarusso and **unanimously voted (5-0).**

Accept Policy for Use of Town Assets/Vehicles for Non Town Purposes (Time 99:41-102:02 on Stoneham TV on Demand)

Agenda item moved to September 22, 2015 Selectmen's Meeting.

Accept Policy for Use of Mitigation Money (Time 102:03-104:07 on Stoneham TV on Demand)

Town Administrator Ragucci explains the mitigation money policy to the Board. Selectman DePinto moved to accept the policy, seconded by Selectwoman Colarusso and **unanimously voted (5-0).**

Approve Minutes (Time 104:08-105:53 on Stoneham TV on Demand)

Selectwoman Colarusso made a motion to approve executive session minutes of 8/18/15, seconded by Selectman Vallarelli and **voted (3-2-0)**. Selectwoman O'Neill and Selectman DePinto abstained. Selectman DePinto made motion to approve minutes of 8/11/15, seconded by Selectwoman Colarusso and **voted (5-0)**. Selectwoman Colarusso made motion to approve minutes of 8/18/15, seconded by Selectman Vallarelli and **voted (3-2-0)**. Selectwoman O'Neill and Selectman DePinto abstained. Selectman DePinto made motion to approve minutes of 8/25/15, seconded by Selectwoman O'Neill and **voted (4-1-0)**. Selectman Vallarelli abstained.

Appoint Election Officers (Time 105:55-106:32 on Stoneham TV on Demand)

Selectman Vallarelli moved to appoint Carol Covill, 53 Elm Street as Warden, Therese DiBlasi, 5 Danby Road as Deputy Warden, Joseph R. Colarusso, 4 Patrick Circle as Inspector and Nancy M. Howard, 306 Green Street as Deputy Inspector, seconded by Selectman DePinto and **unanimously voted (4-1-0)**. Selectwoman Colarusso recused herself.

Update Communications & Computer Use Policy/TA (Time 106:44-108:11 on Stoneham TV on Demand)

Town Administrator Ragucci gave an explanation of the Communications & Computer Use Policy. Selectwoman O'Neill moved to accept the policy, seconded by Selectman DePinto and **was unanimously voted (5-0)**.

Initiate New Policy regarding Comp Time/Boussy (Time 108:13-122:09 on Stoneham TV on Demand)

Chairman Boussy created a worksheet and he would like to see if this sheet can used town wide to track comp time. There was a discussion on the towns comp time liability and current comp time policy. Selectwoman Colarusso asked Mr. Ragucci about the current comp time liability. Mr. Ragucci explains. Selectwoman Colarusso states she agrees with Tom and there needs to be more internal control on comp time. Mr. Ragucci stated he will work on developing something similar to the worksheet for the board on a monthly basis. Selectwoman Colarusso would like it on a weekly basis. Mr. Ragucci agrees.

Park Street at Marble Street Signalization Project/TA (Time 122:21-130:31 on Stoneham TV on Demand)

Town Administrator Ragucci explain that the Town Engineer Mr. Groves had given him an estimate for the replacement of the traffic lights at Park and Marble Street. The construction and engineering estimate was \$257,500. He states the developer's contribution from Fallon Road is \$82,000 and the town cost is \$175,500. Mr. Ragucci states that Chapter 90, Mitigation Money or Free Cash could be used for this project. Mr. Ragucci has instructed Mr. Grover to get an engineering firm on board to do the engineering work. Selectwoman Colarusso asks how much is in Chapter 90. Mr. Ragucci states they do not know what the allotment is for this coming fiscal year. Selectwoman Colarusso asks about the paving schedule that will require Chapter 90 money. Selectwoman Colarusso states she is getting call on the lights at Stop & Shop and North/Main Street lights. The Board had a conversation on street lights issues. Mr. Ragucci states if there is Chapter 90 money left over he would like to see it spent on the Main Street intersections. Anthony Wilson 181 Central Street spoke. Selectwoman Colarusso made a motion to authorize Mr. Ragucci to hire an engineering firm to perform the study, seconded by Selectwoman O'Neill and **unanimously voted (5-0)**.

Sidewalk Discussion/Boussy (Time 130:32-156:50 on Stoneham TV on Demand)

Chairman Boussy stated that they wanted Stevens Street done before school opened but it did not happen. Chairman Boussy states he received a list and requested a map be highlighted so he could drive around and look at the locations. Chairman Boussy states in his view they should start at downtown and create spurs off of downtown and figure out how to connect all neighborhoods into being able to walk and connect one part of town to the other. Chairman Boussy states he did not get that map. Director of DPW Robert Grover spoke and requested a policy of what the Board of Selectmen would like for sidewalks. Selectwoman Colarusso states the Board would like to option to perform their own study and perhaps forfeit the sidewalks on Stevens Street or pay for the study and have the sidewalks poured. Selectwoman Colarusso stated the complaints she is getting are not on the entire sidewalk its small sections. Selectwoman O'Neill states there was a policy this is not our first conversation about sidewalks. Selectwoman O'Neill states the policy was that those sidewalks that are heavily traveled those were the ones and by the schools where children walk or where there are parks that they need to be concrete and granite and the less traveled could potentially be asphalt. Selectwoman O'Neill states Washington Street was discussed and was a priority street and then we morphed into Stevens Street as another priority street. Selectwoman O'Neill asks for a complete list of sidewalks in town. Chairman Boussy requests a map color coded for what was done and what needs to be done. Mr. Grover stated that was a project he told Selectwoman O'Neill they would take on this winter. Selectwoman Colarusso would like the DPW to look at Avalon Road. Selectwoman O'Neill thinks the bottom line is what Mr. Grover said is a list done over the winter prioritized with a length so we can better determine what need concrete and curbing and what need asphalt and what may needs a hybrid of both. She would there to be a plan in place. Mr. Grover suggested granite curb with a grass area then the asphalt. Selectwoman O'Neill and Selectwoman Colarusso agree this is a good compromise. Mr. Grover states he will make a recommendation this winter to study the streets and he will give them a dollar estimate to do a phase A, B and C, they will tell him how much money he can have and he will tell them what they can do. Mr. Grover states he will bid asphalt sidewalks, concrete sidewalks and granite. Mr. Grover will give the board a list for the next meeting. Chairman Boussy asks for a list of like 20 streets and a highlighted map. Selectwoman Colarusso asks when this goes out for bid is it large enough volume that you can get a better price on. Mr. Grover states absolutely. Selectwoman Colarusso asks if under the mitigation policy can the mitigation money be used for sidewalks. Chairman Boussy states he definitely thinks they could. Chairman Boussy states we only have 1.8 million which seems like a lot of money but really isn't with the cost of things. Mr. Grover states with Mr. Ragucci's approval he will have the contract go look at Dewitt Road. Mr. Grover states he is held to public bidding laws so he has to bid anything over \$25,000.00 Attorney Solomon clarifies the amount is not \$35,000.00. The Board discussed the plan to move forward. Ellen McBride 30 Butler Avenue spoke.

Reporting of detailed, quantifiable accomplishments by Summer Interns/O'Neill (Time 156:57-163:30 on Stoneham TV on Demand)

Selectwoman O'Neill states she asked Dave and Ginny to put together the quantifiable accomplishments that their summer interns had made. Selectwoman O'Neill states the reasons they approved the summer interns and the needs the departments were saying they would like summer interns. Selectwoman O'Neill states she did not get those accomplishments until today and she did not have a chance to look those over after work prior to this meeting. Selectwoman O'Neill states she thinks it is a great idea to hire these interns and temps but she thinks after seeing this year that they did a great job and the departments really appreciated them she would just like to suggest that for the next batch that we give them what needs to get done instead of the other way around because we are hiring them to accomplish something specific. Selectwoman O'Neill states a resident requested a new resident packet. Selectwoman O'Neill states the board had put in their input for the new resident packet and that was not done. Selectwoman O'Neill states may be doing it different next year. Selectwoman O'Neill states next year putting process in place where we actually advertise these positions because this year they sort of came to us which was great but just to open it up to the whole town and make it fair to everyone. Chairman Boussy states he asked for this backup to be in the packet on Thursday and it was not. He states when they ask for something for a meeting they would like to get it before the meeting. Joan Lemire 12 Fairview Road spoke. Selectwoman Colarusso stated that the intern in the IT Department was responsible for the entire customer service initiative which is directly related to his career of technology. Chairman Boussy states that the IT intern was also involved in building Stoneham Transparency which is like Open Checkbook.

Approval of Job Description for Town Accountant/Boussy (Time 163:32-168:24 on Stoneham TV on Demand)

There was a discussion about the qualifications each member thinks the candidate should have. Selectman DePinto moved for approval of the Town Accountant job description, seconded by Selectwoman Colarusso and **unanimously voted (5-0)**. The Board would like this advertised as soon as possible.

Set Date for Goals Meeting for TA/Boussy (Time 168:25-175:23 on Stoneham TV on Demand)

Monday, September 28, 2015 at 5 p.m. at the Senior Center.

Recreation Department Discussion/Boussy (Time 175:24-187:12 on Stoneham TV on Demand)

Chairman Boussy states there has not been a Rec Department in years and it is starting to create its own set of problems. Chairman Boussy states he thinks they have real good opportunity here where we have open space going to bid on the Golf Course and they are going to be taking money that is primarily a loss off of our books and replacing it with a \$100,000 plus. Chairman Boussy thinks this is opportunity to discuss bringing back the Recs Department and using that money to fund the Recs Department. Selectwoman O'Neill thinks that is a great idea. Selectman DePinto thinks they should wait until the RFPs come in. Selectwoman O'Neill discusses what other communities and that we have a substance abuse coalition and have nothing to offer the kids. She states they want to attract new families with children. She states all ages uses Recreation and thinks we should bring this back to our community. Selectwoman Colarusso states her thoughts on providing the Rec Department that is self-sustainable. She states it is a win win for the town and kids. Selectwoman O'Neill states she worked with the Rec Director from Wakefield and spoke to him about being self-funded and she was told that he was given three years to become self-funding. Selectwoman O'Neill states other communities are doing so much for their children and it is terrible that we are not. She states there are people willing to help so they are not reinventing the wheel. She states this is also help with overlooking our fields, field rentals. She states right now we are renting our fields for an entire season for \$100.00 where other communities collect \$250.00 an hour depending on the fields. Selectwoman O'Neill states people don't even know who to go to to rent fields or if they have problem. She states she thinks now they pay the person 50% of the rental and they cannot even find out a 5 year history all she could get was two years. Selectwoman O'Neill this director would help many faucets that is falling on other people within town hall. Selectwoman Colarusso states the right hand doesn't know what the left is doing and this would put procedure in place to grow the Rec Department. She states this a great investment and a great idea. Selectman Vallarelli asks how much will this position cost us. Selectman Vallarelli states what if the funds are not there

in three years will we have to get rid of this person? Selectwoman O'Neill states the funds will be there because they are coming from the rental/leave of the golf course. Selectwoman Colarusso states and with the expansion of the programs. Selectwoman O'Neill states maybe we finance them for three years then they need to be self-funding. Selectman Vallarelli states is not for creating another bureaucracy. Selectwoman Colarusso made a motion for Selectwoman O'Neill to go out and do the research on bringing back the Rec Department, seconded by Selectman DePinto and **unanimously voted (5-0)**.

Potential Warrant Article Discussion (Time 187:13-197:16 on Stoneham TV on Demand)

Attorney Solomon states there is one he is working on which is the leasing of the golf course. Attorney Solomon states there is one zoning one in the works which they know about. Mr. Ragucci states he has gotten some proposals in recently about putting solar panels on our Arena and to build a car port in our Arena parking lot would require leasing both the top of roof as well as the parking lot for those purposes. Marcia Wengen, Co-Chair of the Historical Commission would like to submit a warrant article for painting the trim on the Fire Station.

Town Intranet Site Discussion (Time 197:17-202:25 on Stoneham TV on Demand)

Chairman Boussy states he put this on and may not be calling the correct thing. He has talked with Tom Ciatelli and told him what he is looking to do which is more of a file sharing application. The Board discusses the IT Department and how he can only do so much. Mr. Ragucci states there is \$10,000 in the IT budget for him to bring personnel when he needs them maybe for task specific events. Mr. Ragucci agrees he could use a minimum of a part time employee. Selectwoman O'Neill she thinks they need to do some analysis on that and figure out how we can get him some help. Selectwoman O'Neill agrees this is a great idea and she was thinking of it from an HR perspective from where you have your policies and procedures documents, employee orientation, and employee forms that would be accessible to people to login, password and print out form or do it electronically and send it to Ginny because she thinks she is another person overwhelmed with all the things she has to do and all the stuff that is missing and she is the only resource trying to put this together but once it is put together it needs to be housed in one place so people know they are getting the current document. Chairman Boussy would like to see different levels of security. Selectwoman Colarusso states now employees have to walk into town hall to make changes she thinks it makes perfect sense to get something that they can access from home. Mr. Ragucci will look to put a plan together on the file sharing.

Town Administrator (Time 202:26-203:44 on Stoneham TV on Demand)

Town Administrator Ragucci states Thursday they had a discussion with the entire team for the Bikepath. Mr. Ragucci states it should be on track to be bid out. There's been an environmental appeal from a Winchester resident that hopefully they will be able to work through. He states the MPO voted at their last meeting to move that money into FY16 which would ensure that the Town of Stoneham, Winchester and Woburn will retain those dollars when the Bikepath gets here.

Miscellaneous (Time 203:45-213:15 on Stoneham TV on Demand)

Selectwoman Colarusso asks Mr. Ragucci about 84 Westwood Road tree complaint. Selectmen Vallarelli states this complaint comes in every time there is a new Board of Selectmen. He states Mr. Grover has been down there. The Tree Warden has been down there. Mr. Ragucci states someone went there on the 26th of August and this is healthy tree that is trimmed back and cannot be removed unless he wants to go through the process of removing a healthy tree. Mr. Ragucci states this tree has been addressed many years in a row. Selectmen Vallarelli states there requests are from people who just don't want trees in front of their house. Selectwoman O'Neill asked Mr. Ragucci if he can follow up on the ADA complaint with Mr. Grover. Selectman DePinto asks Attorney Solomon if the cable checks are correct. Attorney Solomon states yes. Selectman DePinto would like to congratulate the new firefighters being appointed Sean Devlin, Jack Sullivan and Thomas DeCroteau. He would like to wish them good health and safety on their appointments next month. Selectman DePinto asks Chairman Boussy why the golf course was not watered this weekend. Chairman Boussy states that the sprinkler heads have not been fixed in five years and there will be no more comp time. Selectmen DePinto is concerned that if the course burns out it will affect the RFP. Selectwoman O'Neill asks why they haven't fixed the head. Mr. Ragucci states it is extremely expensive. Selectwoman Colarusso asks about the islands sprinklers. Mr. Ragucci states he learned that the greens need to be cut every other day. Chairman Boussy brings up what has been talked about before hiring Tuesday thru Thursday help. He states we cannot keep doing this stuff on comp time. Mr. Ragucci states the Tuesday thru Thursday help needs to be negotiated with the unions. Chairman Boussy states he told Mr. Ragucci to get the part-time guy for \$8.00 hour to water the grass. Selectman Colarusso asks if the summer help can work Saturdays and Sundays to save the comp time or over time because they are summer help. Selectwoman O'Neill stated the weeds on Main Street was one reason they increased the DPW summer help and that was not done. Mr. Ragucci explains they need to give unions notice and opportunity to be heard if they are displacing union members with nonunion members to avoid overtime. Selectman DePinto states this problem will go away with the RFP let just get to January 1st and not jeopardize it. Chairman Boussy states for the record that the course look pretty good.

Selectman DePinto made the motion to adjourn at 10:35 p.m., seconded by Selectwoman O'Neill and unanimously voted (5-0).

Respectfully submitted,

Erin Sinclair