

Members present: Kevin M. McCormick Michael J. Kittredge, Jr.
Christopher A. Rucho Siobhan M. Bohnson
John W. Hadley

Mr. McCormick convened the meeting at 7:00 p.m.

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. Kittredge to approve the regular session meeting minutes from September 18, 2013, seconded by Ms. Bohnson, all in favor.

Motion Mr. Kittredge to approve the regular session meeting minutes from September 25, 2013, seconded by Mr. Hadley, all in favor.

Robert Reddish, ABM Building Solutions

Mr. Reddish joined the Board and introduced Mark Turner his Regional Director and David O'Brien, General Manager of ABM Business Solutions. He explained that he met with Mr. Gaumond a couple of times on the process and he also met with the School Superintendent and Business Manager who are supportive of the project. They have walked the three town buildings including the public safety building, library, Department of Public Works and the two schools. Their company inspects our facilities, identifies deficiencies with mechanical and lighting systems and then develops a program to reduce costs and reinvest those savings back into the infrastructure. Mr. McCormick questioned at what point does the town get those savings. It was explained that they are now looking at the inefficiencies and as you go through the program the savings will offset those costs. They guaranty those savings. They are a national company with local groups and will use local labor to perform any work. They are also 100% referenceable. They sell solutions not product and are located in Woburn, Somerville and Holliston. As they did their walk through they saw some old equipment and with reduced state funding it is really where they can help. The reason why they are here this evening is to educate the Board about the state program. The goal is to come back after they go through the facilities and bring back findings. It is a very good time to do a project as the borrowing rates are low. They can offer assistance in maintenance, janitorial and landscaping and follow MGL Chapter 25A, which has been in place for a while.

The agenda package includes a sample funding process, and they are allowed to help identify a program over a 15 year term. They put together a comprehensive program for savings on buildings and savings are so great that they will pay for themselves. They walk through the buildings and the project manager meets with the building manager. Their job is to find more ways to save money and the last two programs they did were with municipal light plants. They will go through a project list and put together a list of projects they are interested in. They would also convert the school from oil to natural gas. The whole program is designed so there is no out of pocket costs and no tax increase. The agenda package contains a utility data analysis of the town buildings and they estimate a final savings of \$104,192, which is a 29% savings. Some of the things they would do to generate savings would be update outdated lighting, replace aging boilers, building envelope, and control updates. At the school they would switch the fuel source from gas to oil, update lighting, aging boilers and pneumatic controls. It was asked if when they do come up with that number do they start spending the money before we have the savings.

Mr. Reddish explained that the next step is the preliminary assessment. No up front money. If it is something the Board would like to do they suggest the Board issue a Request for Proposals and then pick the energy service company. If they win the bid, then they do an audit if the Board decides to go

with the program. When the program is done, they guaranty savings. We borrow some money and the savings pays for the borrowing. Traditionally what happens is you go to town meeting for the borrowing and the program takes all the repairs and puts them together and they find the savings so the program when it is completed manages any capital out of your pocket. Mr. Rucho asked if we go forward with the project, can we add another building? Mr. O'Brien noted that we can, as it is a legitimate change order. Mr. Gaumond asked if the work that needs to be done such as windows, is contracted out by them or is the town that is responsible for all the contractors on site and how does it speak to prevailing wage? Mr. Turner stated that anything they do will follow the laws.

Ms. Bohnson asked what would happen if two years from now we had a problem with a leaking roof. Mr. Reddish stated that if they installed it, they will be responsible. They are responsible for faulty construction and the program pays for itself. Mr. Rucho asked when you come up with the dollar amount is it guaranteed. Mr. Reddish advised that when he comes back it is firm and fixed. In many cases clients save much more than what they estimate. They will show us every year how much we are saving. They are 100% referenceable and it is a 15 year program. They also have service agreements to maintain our equipment. Mr. Gaumond pointed out that the town is in the process of purchasing a new building for town office so things may be in question. Mr. Gaumond advised that the RFP should specify which structures we are talking about. Mr. Rucho suggested having them look at the Three Rivers Building before we do our remodeling to provide recommendations. Mr. Reddish noted that after the program is in place they will work on a time schedule and a service program. The Board thanked them for coming in.

NEW BUSINESS

1. Concurrence on the appointment of James Amaral, 38 Almanac Way to the Agricultural Commission to fill a slot designated for a member who derives no income from farming, effective October 3, 2013 for a term to expire on April 30, 2016

Motion Mr. Kittredge to concur with the appointment, seconded by Mr. Rucho, all in favor.

2. Request from Christ Lutheran Church, 112 Crescent Street for a transient vendor license to sell Christmas Trees beginning the day after Thanksgiving until they are sold out

Motion Mr. Rucho to grant the request, seconded by Ms. Bohnson, all in favor.

3. Review minutes of RFP for Senior Center Space and consider designating a member of the Board to serve on the committee to review the RFP

Mr. Gaumond advised that the bids for Senior Center Space were opened on September 20th and we received two bidders, the first was from Ciociolo Buildings, owner of the VFW, 27 Pierce Street. It includes computer network capabilities, common area maintenance, property management, handicapped accessible, and has 5,200 square feet of space for \$2,500 a month. The second bid was from our current provider, CEA, 127 Hartwell Street. It includes internet access, computer network capabilities, utilities, common area maintenance, taxes, property management, insurance, handicapped accessible and it has 3,850 square feet of space for \$2,916 a month. Mr. Gaumond recommends we begin having a conversation with these landlords so we are prepared in April when our lease expires. He asked for a member of the Board to serve on the interview committee.

Motion Mr. Kittredge to designate Mr. Hadley serve on the committee, seconded by Mr. Rucho, all in favor.

4. Update on Goal #4 - Regional Dispatch Initiative – consider signing Agreement with CTC Inc. for feasibility study

The agenda package contains a draft contract to bring on CTC, Inc. to conduct a feasibility study which is necessary to join in with the regional dispatch program with Holden and Princeton. Mr. Gaumond met with the two chiefs with Holden to discuss the initiative and they are very optimistic. The contract is for \$37,009, however, no town funds will be used as the money for the study comes from grants. We are required to choose a vendor to do the study for the town and the vendor will report to us. We have also worked with Mr. Kennedy and CTC in the past and both Mr. Gaumond and the chiefs are comfortable with their ability to do a fine job for the town. CTC did the study for the communities involved in the Rutland regional dispatch project a few years back. He recommends the Board sign the contract, which is a standard contract Kopelman and Paige has used for these studies. They are also on the state bid list.

Motion Mr. Kittredge to sign the agreement and move forward, seconded by Mr. Hadley. Mr. Gaumond advised that the time table on this is that it will be completed by the end of the calendar year. Vote on the motion – all in favor.

5.Goal #2 – Finding a New Town Hall – Consider signing Purchase & Sales Agreement for the Purchase of the Three Rivers Building

Mr. Hadley reports that we have finished negotiations. We agreed to let them have the refrigerator and the Hoyer lift, but we will keep the pool equipment. Mr. Hadley recommends the Board sign the document. Mr. Rucho asked if they reduced the price because they are being allowed to keep the lift. Mr. Hadley stated that they did not because it is not part of the pool equipment.

Motion Mr. Kittredge to sign the Purchase & Sales Agreement for the Purchase of the Three Rivers Building, seconded by Ms. Bohnson, all in favor.

6. Discussion regarding Policy L-18, Beautification of Town Squares and Islands Policy (CR)

At the last meeting of the Board Mr. Gaumond was asked to provide an update on the Island Adoption Program. The program has been in existence a couple of years. Participants in the program agree to plant and maintain their island and comply with the following conditions: Island plantings must be maintained by the sponsor through the first frost. Maintenance includes trash removal, weeding, planting of flowers, plants and shrubs, spreading of mulch, watering and the revitalizing and replenishing of all aforementioned materials throughout the season. Ensure that any planting on the islands will be limited to natural materials such as plants, shrubs and flowers all planted in the ground, and mulch. No pots or barrels shall be allowed in any plantings. Replace, as needed any plant items that perish during the course of the season. The height of the plants and shrubs should not exceed 24 inches, and any signage and plantings may not impede visibility for vehicles. The signage on the island shall be limited to one sign paid for by the sponsor. The sign shall read "Sponsored by" and the name of the sponsor along with the company's logo if sponsored by a business. All signage and plantings shall be reviewed by the public safety department and the Department of Public Works to ensure they do not present a visual hazard and for appropriateness.

The policy says that if at any point the DPW Director, or his designee, deems that the island is unsightly due to lack of care, the participant will be notified by the Town Administrator of the need for maintenance. Two weeks after such notification, the island will be re-inspected, and if found to be unsightly, then the DPW Director, or his designee, can remove the "Adopt-A-Square/Island" sign and the person or business may forfeit their rights to plant or advertise on the square/island.

In the short time this policy has been in place Mr. Gaumond is pleased with the diligence in the

island adoptees who have been volunteering their time to maintaining these properties. There have been some occasions where the Town Administrator has had to communicate the Town's desire to comply with the policy, however, in all cases this communication was successful in seeing improvements to the islands. He is happy to say that this program is successful and neither he nor the DPW Director are recommending any changes in the program at this time.

Mr. Rucho noted that he saw some letters sent to people who adopted islands asking them to fix the island up. He asked if those signs had been removed. Mr. Gaumond advised that they have not been removed. Mr. McCormick shared that he appreciates all the effort people made. Ms. Bohnson asked about the Malden/Goodale Street island as she sees that it was adopted, however, it does not look like anybody is doing anything. Mr. Gaumond will follow up on that.

7. Review and approve Informational Mailer for October 21, 2013 Semi-Annual Town Meeting

This is the letter we typically send out prior to town meeting. Mr. Hadley suggested including language to let people know that the Economic Development Task Force is trying to get email addresses for businesses in town. It was agreed to include that message on the back of the letter.

Motion Mr. Rucho to approve the letter as amended, seconded by Mr. Hadley, all in favor.

OLD BUSINESS

1. Discussion regarding Goal #10 – Develop a Sidewalk Maintenance Policy

Mr. Rucho expressed his frustration that Develop a Sidewalk Maintenance Policy, which was one of the Board's goals, was not included on the warrant. He looked back in the minutes, we did a lot of work on it with the DPW Director and Mr. Gaumond and he is not sure why it was one of the Board's goals. We had four or five meetings and not once was it said let's not have it as one of the Board's goals. Then the Board voted not to put it on the warrant.

Mr. McCormick explained that you can set a goal and find that you do not need it as a goal. He noted that the Board set a goal a few years back and they didn't go forward with it. He has no problem listening to people and then voting not to go forward. Ms. Bohnson stated that she knows a lot of work was done before she was on the Board. She feels it was important to listen to the people who contacted her. In her eyes the Board is doing what the town is asking them to do. Mr. Hadley would like to define what sidewalks get plowed and he thinks it is important for people to understand what is going on. Mr. Rucho understands goals can change. He asked to try to put a cost together because it is an endless cost as every time we build a sidewalk we will plow it. The DPW goes out and plows sidewalks. He noted that we started working on this in March and questions what is better than bringing it to town meeting to have 100 or 200 people to vote on this. For him the cost is the big issue because it is endless and it will keep going up. Mr. McCormick suggested going forward that any new sidewalks should be maintained by the property owner. When the Planning Board approves subdivisions they are required to have sidewalks. He added that Mr. Mercurio, who came in to speak with the Board on this issue, lives out on Lancaster Meadows where there is not much traffic and it is a small cul de sac. We probably do not go and plow it because it is too far to go and serves nothing. Maybe in the future we require new sidewalks to be cleared by the property owner.

Ms. Bohnson understands there is a cost, however, if we do not know what it is costing us how do we know what it will save us. She also understands they do not get cleared right away. She added that if people are not in an uproar because their sidewalk has never been plowed and now we are asking them to plow them. Mr. Rucho feels another concern is liability to the town. Ms. Bohnson noted that liability was also brought up as home owners insurance does not cover it.

Mr. Hadley asked Mr. Sylvia if we plow Stillwater Heights. Mr. Sylvia does not remember as

he started working for the town at the end of last winter. He does have a map which shows what the DPW has historically done. Mr. Hadley feels we need to have a policy to define what we are doing and not doing. Mr. Kittredge asked if we do the sidewalks at the St. Pierre park. Mr. Sylvia advised that we plow the street, not the sidewalk. Mr. Hadley commented that the park is full of businesses and they probably do their own sidewalks. Mr. Rucho added that the project on Franklin Street cost \$1 million dollars and our DPW truck is plowing their sidewalk that they built.

Mr. McCormick does not think it is necessarily a bad thing to plow some sidewalks. Mr. Rucho pointed out that we are always saying we do not have enough man hours to get jobs done at the DPW. Mr. McCormick feels that Franklin Street has a lot of distractions. Mr. Kittredge added that people expect their sidewalks to be plowed because we have always done them. Mr. Rucho noted that many times people walk in the street in front of The Manor because the sidewalk is in poor condition and the street is plowed down to the pavement. Mr. Sylvia believes people choose to walk in the street some times. Mr. McCormick does not understand why we plow Route 12 because it is a state road. Mr. Sylvia reports that the expense for one storm event costs \$4,000, as it is two men for two weeks. Mr. Gaumond stated that it is a very rare occasions when we are dealing with sidewalks on an overtime basis. It is usually during regular working hours. If it is a storm over the weekend and school is open on Monday we may bring men in on an over time basis. It is a regular time item and 5-9% of our snow removal budget is probably used on sidewalks. Mr. McCormick added that if we have a lot of ice we do not go out and sand the sidewalks. Mr. Rucho sees the DPW out later in the afternoon doing sidewalks because they plow during the day. He agrees with clearing sidewalks on Sunday night when you have school on Monday. He asked when we get an update on goals we will take this off? Mr. Gaumond replied that he would not say nothing was done.

FUTURE AGENDA ITEMS

None this evening.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

- 1.October 21, 2013, 6:00 p.m. meeting prior to town meeting in the cafeteria of the Middle/High School
- 2.October 21, 2013, 7:00 p.m. Semi-Annual Town Meeting

BOARD REPORTS

None this evening

Motion Mr. Rucho at 8:20 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21, Part 6 to consider the purchase, exchange, lease or value of real property, the solar project, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mr. Hadley. The Chairman declared that an open meeting may have a detrimental effect on the negotiating position of the public body. Roll call vote: Mr. Kittredge, yes, Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho yes.

Motion Mr. Kittredge at 8:37 p.m. to come out of executive session, seconded by Mr. Rucho. Roll call vote: Mr. Kittredge, yes, Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho yes.

With no further business to come before the Board, motion Mr. Kittredge at 8:38 p.m. to

adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: October 18, 2013

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

Christopher A. Rucho, Vice Chairman

John W. Hadley, Clerk

Michael J. Kittredge, Jr., Selectman

Siobhan M. Bohnson, Selectman