



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

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**BOARD OF SELECTMEN
MEETING MINUTES**

June 2, 2015
Municipal Center, Conference Room A
7:00 p.m.

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RECEIVED TOWN CLERK
GRAFTON, MA

A regular meeting was called to order at 7:00 PM. Present: Craig Dauphinais, Jennifer Thomas, Bruce Spinney, Brook Padgett, Dennis Flynn, Tim McInerney, Doug Willardson and Laura St. John-Dupuis

Board of Selectmen – Re-Organization

Ms. Thomas made a motion to Nominate Mr. Craig Dauphinais to Chairman of the Board of Selectmen. Mr. Spinney seconded. All were in favor.

Mr. Padgett made a motion to nominate Ms. Jennifer Thomas as Vice Chairman of the Board. Mr. Spinney seconded. All were in favor.

Mr. Flynn made a motion to nominate Mr. Bruce Spinney as clerk. Mr. Padgett seconded. All were in favor.

23 Institute Road – Dog Update / Follow-up

Mr. McInerney addressed the Board and stated that the purpose of this follow up meeting is to discuss what was voted on in June 2014 and to either clarify or make modifications to the conditions the Board of Selectmen voted on regarding Mr. & Mrs. Black of 23 Institute Road dogs. Mr. & Mrs. Wood of 21 Institute Road and Mr. & Mrs. Black of 23 Institute Road were invited to this Board Meeting to speak to the Board of Selectmen.

Mr. & Mrs. Wood were invited to the podium to address the Board. Mrs. Wood stated in recent months, she was asked by the Town Administrator to take pictures and/or videos of the dogs when not on the run inside of the fence. Mrs. Wood stated that Mrs. Black allows the dogs to run around inside of the fence before putting them on the run. Mrs. Black further stated that she took a video of this and sent it to Mr. McInerney.

Mr. Padgett asked Mrs. Wood if Mrs. Black is outside with the dogs when they are off of the run inside the fence. Ms. Woods stated that Mrs. Black leaves the dogs outside alone.

Mr. & Mrs. Black were invited to the podium to address the Board. Mrs. Black acknowledged that at the last meeting in June 2014, they were in the wrong and that they did resolve the issues. However, they want to have the stipulations of that meeting taken away so that they can have their freedom. Mrs. Black further stated that when she is inside her house the dogs are attached to the run within their fence and further stated that she wants to get the stipulations taken away so that they can have their freedom. Ms. Black advised the Board that she has been training their dogs and have implemented electronic collars.

Mr. Spinney asked Mrs. & Mrs. Black if there is any barking. Mr. Black stated that one dog barks very rarely and the other does not bark at all.

Mr. Padgett asked Mr. & Mrs. Black what they are asking the Board to do.

Mr. Black stated he would like all remaining stipulations to be removed, because they have installed the fence.

Mr. Flynn asked Mr. and Mrs. Wood if they are acceptable to the dogs being able to run free within the fence.

Mrs. Wood stated she is in agreement as long as someone is outside with the dogs.

Mr. Dauphinais asks Mr. Ploss to approach the podium. Mr. Ploss stated that Mr. & Mrs. Black have complied with everything and when the run came down during the winter an electronic collar was used. In the spring a new run was installed. Mr. Ploss stated that he was satisfied and also stated that the dogs are not vicious.

Mr. Flynn made a motion for the dogs to roam free within the fence as long as there is adult supervision, if no supervision they need to be on the run or the electric collar. Mr. Padgett seconded. Mr. Spinney, Mr. Flynn, and Mr. Dauphinais were in favor. Ms. Thomas opposed.

Join Meeting - DPW Building Committee

The DPW Building Committee and Jamie Fair, Project Manager with Weston and Sampson, presented the Board with an update on the DPW facility.

Mr. Fair addressed the Board and stated that the current DPW building is undersized and inefficient and that a significant amount of equipment is stored outside, the maintenance space is inefficient and not an adequate space. The buildings are in a state of disrepair. Mr. Fair provided the following points regarding the current conditions:

- View of undersize and inefficient vehicle storage bays
- Vehicles Stored Outdoors
- Limited maintenance space inefficient work environment

- Inadequate space to properly store combustible fluids
- Buildings have exceeded their useful life
- Need vehicle wash bay
- Consolidate equipment storage
- Inadequate employee facilities
- Inadequate office support space
- Poor or no ventilation (CO/Nox)
- Inadequate lighting
- No fire suppression system
- Lacks proper eyewash/emergency shower

Mr. Fair provided the list of due diligence items completed:

- Update Space Needs – 35,400 SF
- Prepared layout plan for each room
- Surveyed the site
- Flagged wetlands
- Subsurface investigation
- Assessed for environmental and human receptors
- Zoning Analysis
- Preliminary site development plan
- Building 3-D model
- Building elevation
- Project phasing and budgetary plan

Mr. Fair provided Subsurface Investigation:

- 9 test pits completed throughout the site (By Town DPW)
- Approx. 2-4 feet sand fill over native silty sand/glacial till
- Bedrock and/or boulders encountered in several test pits
 - Depth ranged from 5' – 9'
- Standard shallow building foundations are suitable
- Groundwater not encountered
- No evidence of contamination based on field screening
- Four soil samples analyzed for:
 - Extractable Petroleum Hydrocarbons (EPH)
 - Volatile Petroleum Hydrocarbons (VPH)
 - 14 Heavy Metals (Sb,AS,Br,Be,Cd,Cr,Pb,Ni,Se,Ag,Ti V, Zn, Hg)
 - All results either non-detect or well below RC S-1
- Stockpile samples for geotach parameters
 - All results either non-detect or well below RC S-1

Mr. Fair provided the Phasing Plan and Budget: This plan will be in three phases.

Phase I

October 2105:

Secure funding at Fall Town Meeting for overall building and site schematic design, along with site development construction documents

Planning Level Cost Estimate \$295,000

February 2015: Complete Schematic Design and Site Development Bid Docs

April 2016: Open Bids for Site Development

May 2016: Secure Site Development Const. Fund at Spring Town Meeting

Construction Cost	\$2,000,000
Construction Administrative Services	\$85,000

June 2015 to December 2015: Perform Site Development

Subtotal \$2,380,000

Phase II

October 2016: Secure Design and Bidding Funds for Salt Shed at Fall Town Meeting.

\$55,000

February 2017: Complete Salt Shed Design and Bid Documents

April 2017: Open Salt Shed Construction Bids

May 2017: Secure Salt Shed Construction Funding at Spring Town Meeting

Construction Cost \$500,000

June 2017 to October 2017: Complete Salt Shed Construction

Subtotal: \$585,000

Phase III

October 2017: Secure Design and Bidding Funds for DPW Building at Fall Town Meeting

\$880,000

February 2018: Completed Building Design and Bid Documents

April 2018: Open Building Construction Bids		
May 2018: Secure Building Construction Funds at Town Meeting		
Construction Cost		\$9,400,000
Construction Administration Services		\$650,000
Spring 2010 Construction Complete / Move In	Subtotal:	\$10,930,000
Total Phases I – III		\$13,895,000

Mr. Spinney asked if this location would be on sewer and well.

John Bechard stated this will depend on usage and that sewer does need to be brought up.

Mr. Flynn stated that the Board looked at the financial piece-phasing aspect and he was thinking about how this was brought in piecemeal and that interests rates rise in times to come. Another step would be to work with Tim and others in the town hall.

From a financial point of view we may need to change the steps. This gives us a lot of lead time to prepare the community. Education has to go out to the public. The building will not be read before 2020.

Mr. Flynn additionally stated that it could take several years before the project is approved.

Mr. Bechard stated that the big picture needs to be conveyed to the public.

Mr. Spinney asked if Chapter 90 funds can be used. Mr. McInerney stated that Chapter 90 can be used for portions for the project. Mr. Bechard stated that we would have to look into this further.

Mr. Dauphinais stated that health and safety at the shop is a big concern.

Mr. Flynn stated that all of the equipment needs to be done under roof. With regulations we could be very much in violation. Some are life safety concerns.

Mr. McInerney asked the DPW Building Committee where recycling will be going. Mr. Bechard stated that the committee has not considered recycling. Mr. McInerney responded by saying the DPW Building committee need to resolve this and asked if 35,400sf would fit on the Upton Street location. Mr. Bechard stated it will not and that the committee looked at a multi story building for Upton Street, however, it will not fit on that property.

Mr. Willardson stated the committee has looked into moving the School Department maintenance into the existing DPW building. Mr. McInerney stated the existing building would need to be rehabbed for that purpose.

Mr. Flaherty of 106 Westboro Road addressed the Board and stated that he supports a new DPW garage.

Mr. Willardson stated that the current debt exclusion drops off significantly in 2020. It is presently at \$3.3M but will drop to \$2.3. Mr. Padgett stated that the notes would need to be paid in 2018. Mr. Willardson stated that the Town can do a bond anticipation note which allows the Town to defer payment until after the building has been constructed.

Mr. Dauphinais stated the DPW is a very important department and they we are overdue for something like this and he thanked the Committee for their presentation.

106 Westboro Road – Paper Street/Tom Flaherty

Mr. Tom Flaherty of 106 Westboro Road addressed the Board asking the Board to consider having the Town drop off t-based material and a way to spread and roll the material at the right of way at his address due to many potholes. Mr. Flaherty states further that he has been a resident since 1966, and made repairs and maintained the right of way. He no longer has the physical energy to take care of this. He looked at the deeds and Toll Brothers transferred to the town and the town should be maintaining it.

Mr. Dave Crouse addressed the Board stating that the property is more of a common driveway. The Town does not plow it.

Mr. Willardson spoke and stated that in 2010 Toll Brothers accepted all of the roads in this development. When they did, the easement was there.

Mr. Padgett asked Mr. Willardson if the Town accepted this property as a road or a trail.

Mr. Willardson stated that it is a trail easement. The Town does not maintain trail easements.

Mr. Flynn stated that he sees a couple of solutions.

1. Sell the piece of property for \$1.00 to Mr. Flaherty and his neighbor.
2. Repair the potholes

Mr. Dauphinais indicated that Mr. Flaherty does not need any more material, the material is already there, it needs to be re-graded and compacted.

Mr. Padgett made a motion the Town does what it can do to fix the potholes and at October Town Meeting, work on transferring the property to the abutters. Mr. Flynn seconded. Mr. Dauphinais, Mr. Flynn, Mr. Padgett and Ms. Thomas were in favor. Mr. Spinney opposed.

Affirm - Interim Recreation Director, Jen Andersen

Mr. Padgett made a motion to affirm the appointment of Jen Anderson as Interim Recreation Director. Mr. Flynn seconded. All were in favor.

Affirm Administrative Assistant - Conservation Commission

Ms. Thomas made a motion to affirm the appointment of Leah Cameron to the position of Administrative Assistant for the Conservation Commission. Mr. Flynn seconded. All were in favor none opposed.

Affirm Administrative Assistant – Treasurer Collector’s Office

Mr. Spinney made a motion to affirm the appointment of Samantha Lubke to the position of Administrative Assistant for the Treasurer Collector's Office. Ms. Thomas seconded. All were in favor none opposed.

Resignation of Tasha and Stephen Halpert from Grafton Cultural Council

Mr. Spinney made a motion to accept the resignations of Tasha and Stephen Halpert from the Grafton Cultural Council. Mr. Flynn seconded, all were in favor none opposed.

Vote to Waive Building Inspector Fees

Mr. Spinney made a motion to waive building inspector fees of \$3,584.00 for the Housing Authorities current project for the Grafton Housing Authority. Mrs. Thomas seconded. All were in favor none opposed.

Vote Tax Agreement with Blue Wave Capital - 43 Estabrook Street

Mr. Spinney made a motion to have the Chair sign the agreement with Blue Wave Capital. Mr. Flynn seconded, all were in favor none opposed.

Selectmen Report

Mr. Spinney stated that he had met with Doug Willardson, Brian Szczurko and Jeff Walsh of Graves Engineering to discuss a few options to regarding traffic calming tables. Mr. Walsh will have plans at the end of the month. These plans will be for the Common and Brigham Hill Road.

Mr. Dauphinais memorialized Charlie Hurley and his passing.

Mr. McInerney Provided the Following Upcoming Events to the Board

Tri Board Meetings June 18, 2015, Sept 17, 2015, Dec 17, 2015 & March 17, 2016

Blood Mobile June 17, 2015

Senator Moore and Jon Deli-Priscolli will be attending the June 16, 2015 Board of Selectmen Meeting.

Correspondence

Mr. Spinney read correspondence from first responder's award-MGTC CPR

Mr. Spinney read correspondence from the Board of Assessors regarding a performance assessment of Drew Manlove.

Discussion

Old Police Station

Mr. Dauphinais stated that the Superintendent of Schools does not feel the old police station is a suitable space for their needs. Mr. Flynn stated that he is disappointed and does not feel that the Superintendent understood what he was asking for and that he and the Superintendent did not have a meeting regarding it.

Mr. Willardson will coordinate a meeting for Mr. Flynn and the Superintendent to discuss.

Meeting Minutes

Mr. Spinney made a motion to accept the meeting minutes of May 5, 2015, Ms. Thomas seconded. All were in favor.

Executive Session

At 9:41 PM Ms. Thomas made a motion to go into executive session for the purposes of litigation update. Mr. Padgett seconded, all were in favor by roll call. Mr. Spinney aye, Mr. Dauphinais aye, Ms. Thomas aye, Mr. Padgett aye. Mr. Flynn recused himself.

Adjournment

10:04 PM

For more information, this and other meetings can be viewed on Grafton Community Television. www.graftontv.org



Jennifer Thomas, Vice Chairman

6/16/15

Date Approved

Laura St. John-Dupuis, Recording Secretary