



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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**BOARD OF SELECTMEN
MEETING MINUTES**

March 15, 2016
Municipal Center, Conference Room A
7:00 p.m.

2016 JUN 13 AM 11 57
RECEIVED TOWN CLERK
GRAFTON, MA

CALL TO ORDER: A Regular Board of Selectmen meeting was called to order at 7:01 PM. Present: Craig Dauphinais, Jennifer Thomas, Bruce Spinney, Dennis Flynn, Brook Padgett, Tim McInerney, Doug Willardson and Laura St. John Dupuis

Appointment of Town Accountant – Anita Patel

Ms. Thomas made a motion to affirm the appointment of Anita Patel to the Town Accountant position effective April 4th. Mr. Padgett seconded. All were in favor.

NEW BUSINESS

Vote to approve Common Victualler License – New Owner (Stephanie Miller)-Stir Crazy.

Mr. Spinney made a motion approve the Common Victualler License for Stir Crazy. Mr. Flynn seconded. All were in favor.

Vote to Rescind the Vote Taken at the 1/19/16 Board of Selectmen Meeting to Place a Ballot on the May Election to Remove Grafton Police from Civil Service

Mr. McInerney stated the Ballot question was voted to put on the May election ballot. For it to pass we need 5% of the electorate of registered voters to sign a petition to put on the ballot. The Town will need a Town Meeting article for the Home Rule petition to take Grafton Police out of civil service.

Mr. McInerney stated further that when the Town negotiated the contract with the Police Department, the bargaining unit agreed come out of Civil Service as long as there is language for new hires and promotions. This was agreed to.

Mr. Padgett made a motion to rescind the vote taken at the 1/19/16 Board of Selectmen Meeting, asking to place a Ballot on the May Election to Remove Grafton Police from Civil Service. Ms. Thomas seconded. All were in favor.

Vote to Update Administrative Policy #101-Filling Vacancies on Town Committee

Mr. Padgett made a motion to update Administrative Police #101-Filling Vacancies on Town Committees. Ms. Thomas seconded. All were in favor.

Vote to Sign Arbor Day Proclamation

Ms. Thomas made a motion to sign the Arbor Day Proclamation. Mr. Padgett seconded. All were in favor.

Vote to Sign Cable Oversight Committee's Memorandum of Understanding

Mr. McInerney stated that Memorandum of Understanding was before the Board on January 19, 2016. The Board wanted to see escalator's built in; however, there cannot be an escalator because Cable's earnings do not escalate. Mr. McInerney stated that over the 10 years this lease will bring in net revenue of \$260,000 for the Town. The Town has lost \$8,400 which was paid by the Town for utilities. The Town would like to do a short term lease for \$1,200 per month and if it is feasible, the lease will change to \$2,160 per month.

Mr. Padgett asked, if Cable does not get their lease. Who will the town rent the space to. Mr. McInerney stated that because of the way it is zoned, it would be hard to rent out.

Mr. Spinney made a motion to sign the Cable Oversight Committee's Memorandum of Understanding. Mr. Padgett seconded. All were in favor.

Town Administrator – Evaluation

Mr. Dauphinais handed out an Evaluation for the Town Administrator. He stated that he received individual evaluations of Mr. McInerney from 4 members of the Board of Selectmen. Because the scores are lettered Mr. Dauphinais also added numbers for scoring from 3 – 1.

Mr. Dauphinais stated that there were mostly M's, a few E's and a few B's. The B's were for some goals and items that we have not gotten to as of yet. The average score was a 9.5 which puts Mr. McInerney between M&E for total scoring.

Mr. Dauphinais stated that there has been a lot of improvement in personnel management and leadership skills have come a long way. For the financial piece, Mr. McInerney has always done a very good job.

Mr. Dauphinais stated that Mr. McInerney needed to work on goals: Making Grafton a walking community, which is a long range goal. And stated that overall, this was a very good evaluation.

Mr. Flynn stated he would like to use the evaluation instrument Tim uses with his employees at the Town Hall. Mr. Flynn also stated that he could not do the job he

should do because he lacked the knowledge he needed and feels it would not be appropriate to measure against standards that have not been measured.

Ms. Thomas stated we should work on goals.

Mr. Dauphinais stated that we should put Tim's Goals on a workshop.

Mr. McInerney stated that his anniversary is April 7th. Mr. McInerney stated that per his contract he can receive an increase of 0 – 3%.

Mr. Dauphinais stated he would like to put this on the next agenda.

Selectmen Reports

Mr. Dauphinais stated that he met last week with CIPC and was provided a priority list and reworked the list to get something they really wanted on the capital list and took some of the things that were scored higher. Mr. Sargon Hanna chair is here if there are any questions.

Mr. Sargon Hanna addressed the Board and stated that CIPC will need to have one more meeting to finalize the list and then present it to the Board of Selectmen.

The Finance Committee will meet on 4/6 and the Town Administrator will present what he thinks needs to be done. The Board will be there for support.

Mr. Flynn asked if the Board will have a copy of the Warrant before Finance Committee. Mr. Dauphinais stated that the Board will have the warrant a few days before the 4/5 Board of Selectmen meeting.

Town Administrator Report

Mr. McInerney provided the following items for his report.

TIP Program South Grafton, 25% community meetings are required, we have a community meeting on 3/31 at 7pm at the South Grafton Elementary School.

The Energy Committee will discuss Electricity Aggregation on 3/28 at 6:30PM

Verizon Franchise Agreement will expire 2018 per the notice that Verizon sent to the Town. Mr. McInerney will set up a joint meeting with the Cable Oversight Committee.

Doug stated we have a draft warrant; this could be signed April 5th. We can review now or wait until next meeting. We talked about the planning articles they are not detailed yet. Mr. Laydon is working on them.

Mr. Flynn asked about Honeywell. Mr. McInerney stated that he has a conference call tomorrow with Honeywell and will bring Town Council along in case legal assistance is

needed. The process is still underway and still moving forward. Grafton is not releasing retainage until cooperation is received from the engineer who designed the thermostats.

DPW Building Committee – John Bechard

Mr. John Bechard addressed the Board to provide an update on the proposed DPW Building.

Mr. Bechard stated he has had 5 meetings and an open forum will be on March 3rd. There were 10 attendees in the open forum this past Saturday. Additionally, there were two summary updates on DPW Building that were recorded with Grafton Cable Television.

Mr. Bechard stated that the current DPW Facility is 8,400 sq. ft. with 15,000 additional sq. ft. for storage of vehicles.

There was an assessment of existing structure. Updates will be needed to meet code. The building is surrounded by wetlands and is not meeting environmental constraints. The salt shed hold only about 1/3 of what we are using. Because of last year's snow fall, the Town had dwindled down its supplies of salt.

The existing facility has vehicles stacked up next to each other. The vehicles that are stored outside have issues with hoses and as well as vehicles being able to get up to speed due to cold weather.

The Hennessey II Parcel, the location site, is approximately 47 acres. This is not a pristine area.

Mr. Dauphinais asked Mr. Bechard if there were any wetland problems.

Mr. Bechard stated there were no problems with wetlands and that the proposed building will be within the buffer zone. There is nothing that the DPW Building Committee is proposing that will not meet conservations needs such as DEP Stormwater.

Ms. Thomas asks what Con-Com would like the sight to be used for. Mr. Bechard stated that Con-Com would like the site to be conserved. Additionally, Con-Com stated that within the 47 acres there is an area of critical environmental concern. The Board advised to go forward with testing in 2013, then went through Con-Com as they wanted to work with the DPW Committee and further stated what the DPW Building Committee is proposing was fine.

Mr. Bechard stated that recently he presented to Con-Com about having the rest of the parcel preserved.

Mr. Dauphinais stated to his recollection, when the town bought purchased the property that it would be for municipal use.

Mr. McInerney stated that we are trying to plan a meeting with the Board and Con-Com.

Mr. Spinney asked if it would be before the Board signs the Warrant. Mr. Dauphinais stated he doesn't feel we need to meet with Con-Com. Mr. Spinney stated that his only concern is talking about this on Town Meeting floor and does want to start a conversation with Con Com on Town Meeting floor.

Mr. Bechard outlined the some of the next steps. Refine final phasing, meet abutters and review final plans with the Finance Committee and the Board of Selectmen.

Ms. Thomas asked if other open forums planned. Mr. Bechard stated that there were more forums planned and that he has taped more programs to run on GCTV.

Mr. Padgett stated that the question he gets from people is that the building is way too expensive and that Mass Highway doesn't put all of their trucks in a heated building, why can't we build a shed to house vehicles. We have to address this as it is always about money.

Mr. Bechard stated he contacted MassDOT about their equipment. MassDOT stated that they do not consider their equipment as an asset to the commonwealth. To MassDOT, it is just equipment to them. The Town is investing in equipment that is an asset to the Town.

Mr. Bechard stated the garage is not heated to a high temperature. It would only be about 45 degrees so that the hydraulics is in a controlled temperature

Mr. Padgett suggested that Mr. Bechard put together a calculation with the average life of a vehicle outside and the average life of a vehicle inside. Mr. Bechard stated that the committee did ask Weston and Sampson. Their feedback indicated a minimum of three years extended service life of a vehicle kept covered. Additionally the committee looked at other locations that used canopies, this exposure beats up hoses.

Mr. Spinney asked Mr. Bechard what does it cost to maintain what we have now. Are we looking to expand what the DPW currently does? We are sinking a lot of money into the DPW. There are pieces of this picture Mr. Spinney wants to see before we spend money on this building. Will we get something more from the DPW?

Mr. Bechard stated that the DPW is not only servicing DPW vehicles, they are servicing Fire, Police and Cemetery.

Mr. McInerney stated that we will have two mechanics on staff. There will be growth on the budget however; it is difficult to do some analysis.

Mr. Dauphinais stated that hopes it will be a safe, clean and healthy facility for employees and it is very difficult to work at the current facility. This building is going to house our staff and assets for years to come. This is a big investment for the Town; the employees have to take care of it.

Mr. Bechard stated that the committee is trying to look at different things. This is a 50 year building.

Mr. Padgett stated that a bigger building and heating can affect the budget. He also asked if this building will be taking care of the school's equipment. Mr. Spinney asked if we will be able to partner with other towns to service their vehicles and can we house the schools equipment. Mr. Bechard stated that the DPW will be servicing school vehicles.

Ms. Thomas asked if the committee would you consider installing solar panels. Mr. Bechard responded by stating that there are a couple of sticky pieces to having solar. The Lincoln/Sudbury parking lot is covered with a solar field. Ms. Thomas stated that the committee compares large facilities and asked if that is a trend. Mr. Bechard stated that the trend over 20 plus years is to bring equipment inside. He further stated that Hopkinton is going ahead with a new facility. They have about the same amount of lane miles as Grafton.

EXECUTIVE SESSION

At 8:42 PM Ms. Thomas made a motion to move into Executive Session for litigation purposes. Mr. Flynn seconded. All were in favor. By roll call vote: Padgett; aye, Dauphinais; aye, Flynn; aye, Spinney; aye, Thomas; aye.

ADJOURN

At 8:50 PM Mr. Spinney made a motion to adjourn. Ms. Thomas seconded. All were in favor.

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


Jennifer Thomas- Vice Chair

4/19/16
Date


Laura St. John Dupuis, Recording Secretary