

Selectmen's Meeting
March 1st, 2016
7:00 p.m.
Fuller Meadow School
Nathan Media Room

Call to Order – Chairperson Lindberg called the meeting to order at 7:15 p.m. Also present were Mr. Cresta, Mr. Houten, Mr. Prentakis, Town Administrator Mr. Sheehan and Assistant Town Administrator Mr. Ferrara.

Minutes – *Mr. Cresta made a motion to approve the regular Board of Selectmen minutes of January 19th, 2016. Mr. Prentakis seconded the motion and all were in favor.*

Warrant – The Payroll Warrant totaled \$577,914. The Payables Warrant totaled \$3,274,549 and included \$459,000 for Purchase of power, \$30,000 for Town Counsel services, \$35,000 associated with the Natsue Way property, \$2.1M for the Masconomet assessment, \$7,900.00 for salt and \$3,500 for snow overtime costs. *Mr. Prentakis made a motion to approve the warrants. Mr. Houten seconded the motion and all were in favor.*

Town Administrator's Report

Eagle Scout Project – Mr. Ted Butler has been in contact and indicated that one of his Eagle Scouts is interested in a project to properly dispose of American flags in boxes situated at Memorial Hall, Market Basket, American Legion and Transfer station. Mr. Sheehan said that additional information regarding this project was provided in the Selectmen's packets.

FEMA – Mr. Sheehan addressed the Board that the final paperwork for FEMA has been submitted, for reimbursement for costs associated with the blizzard of January 2015. The town incurred costs of \$112,000 and reimbursement will be in the amount of \$84,000.

Chapter 90 and Small Bridge Repair Project – Mr. Sheehan reported that there is positive support for the bill from Representative Speliotis' office. Mr. Cresta said that Secretary of Department of Transportation and Administrator of Highway Division have agreed to meet to discuss the needs on Maple Street. A date for the meeting will be set shortly.

Capital Budget Meeting – Mr. Sheehan made an announcement to remind everyone that the Capital Budget meeting is scheduled for Saturday, March 5th 2016 at Fuller Meadow School. Mr. Sheehan also said that there will be paperwork at the meeting regarding the bond note for the purchase of Natsue Way for \$450,000 which is a six month borrowing.

Public Service Committee – Volunteers are being sought to serve on a Public Service Committee. Applicants should preferably have some expertise in architecture, engineering, finance or HVAC.

Masi Meadows – Mr. Ferrara said that he, Chief of Police James DiGianvittorio and a representative from Masi Meadows were invited to visit the Danvers Game and Fishing Club to view the engineering plans for the 'no blue sky' plan. Since last summer the club has installed a new gate, camera system and a revamped sign in/out protocol. The 'no blue sky' structures are recommended by the National Rifle Association and are anticipated to be installed at the pistol and rifle range by this summer.

Review of Second Quarter Financial Highlights of Fiscal Year 2016 for the General Fund and Budget, presented by Chief Financial Officer/Town Accountant Nicole McGee – Ms. McGee addressed the Board that as of December 31st, 2015, 49% of the FY 2015 General Fund budget was expended and approximately 50% of budget revenues have been collected. A Reserve Fund transfer has been approved by Finance Committee and will be reflected when the third quarter financials are completed. The license and permit funds, fines, forfeits and motor vehicle budgets are lower than anticipated, because most of this revenue will be received in the third quarter. Some revenues that have exceeded budget are penalties and interest from taxes, which is due to the bankruptcy settlement received in July.

Review of Fiscal Year 2015 Town Audit, Presented by Chief Financial Officer/Town Accountant Nicole McGee – Ms. McGee addressed the Board, there were two major changes regarding the Audit this year compared to prior years, the first is GASB 68 and the second is OPEB. The rest of the activity looks comparable to the prior year. The Management Letter is also shorter this year than last.

Mr. Cresta suggested that the Board consider rebidding the Audit. The last time the audit was rebid a team was formed to oversee the process. The Board agreed that the team format was successful and should be repeated for the rebidding of the audit.

Update on proposed Fiscal Year 2017 budget – Mr. Ryan Ferrara gave a slide show presentation and updated the Board on the updates on the Natsue Way site including the budget and revenue increase, the override figure, changes to the health insurance budgets and Cherry Sheet that have been made since the meeting on February 6th. Discussions will continue at the Capital budget meeting on Saturday, March 5th.

Review of proposed plans and funding alternatives for Natsue Way Recreation area with Finance Committee and Master Plan Committee – Mr. Bruce Haskell addressed the Board and gave an overview of the Natsue Way Recreation project with the assistance of a slide show presentation. Mr. Haskell said the design is now approximately 80%/90% complete. This facility will comprise of a large recreational facility, with rectangular fields and a combination of little league fields with parking, playground, restrooms, basketball and tennis courts associated parking and a circular path system. There will be improvements to the access road. This project has been divided into different phases: Phase 1 comprises of the lower area and Phase 2 the upper area.

The costs for Phase 1 are \$1,680,000. The costs for the courts only are \$821,000. The costs for the lower field area are \$1.03M. The costs for Phase 2 are \$1,765,000. There will be also be additional required costs for clean-up, removal of soil and close out of regulatory process. In summary, the costs for the entire project is \$3.57M including all Massachusetts Contingency Plan (MCP) work.

Mr. Cresta said this is a large project and will take significant effort to get through Town Meeting. Mr. Prentakis provided a hand out showing further breakdown of the costs involved with this project, and gave a presentation showing more detailed costs, repayment schedules/amounts and interest rates. The Board had an in-depth discussion regarding costing and whether this project was too large to leave room in the budget for any maintenance that may arise. Mr. Prentakis said the tax impact on the average home owner would be just under \$100 at the height and this figure would decrease over time. A PARC grant application has been submitted by Katrina O'Leary.

Mr. Haskell said that they plan to have the bids ready for Town Meeting so that construction could start July 1st, and would continue through to the end of the construction season and into next. The anticipated completion date is fall 2017, with the fields needing more time to grow in. Mr. Prentakis said that Mr. Haskell should proceed forward with the bidding process, but first he will need to know whether to apply for the whole or individual phases of the project and will need direction from the Board within the next two weeks. Mr. Ferrara said that this project is on the agenda for the Capital Meeting on Saturday and the Board agreed the decision will be made then.

Review of Current Town Permit and License Fees (held over from February 16th Board of Selectmen meeting) – Mr. Sheehan addressed the Board and said that all Departments have looked at fees currently being charged, make comparisons with Danvers, Topsfield and Lynnfield and make recommendations for any changes to be made. Mr. Ferrara presented the Board with a slide show showing the proposed fee updates below:

1. Meals Tax
2. Building Permit Fees
3. Commercial Building Permits
4. Fire Alarm Fees
5. Alcohol Permits
6. Weights & Measures Fees

Mr. Rick Bienvenue addressed Board and said that the rates in Middleton are considerably different to some of the neighboring towns. Mr. Sheehan said that the last time these fees were looked at in Middleton was 2008. This will be looked at in more detail and discussed further at the Capital Meeting on Saturday. Mr. Cresta asked if the Cemetery Division could also be discussed further on Saturday.

Approval of Fiscal Year 2016 Operating and Maintenance Sewer Rate for South Essex Sewer District Billings – Mr. Ferrara addressed the Board and said that the sewer rate for South Essex Sewer District Billings is voted on annually to establish a new per hundred cubic rate for Middleton. There are new meters in place which give accurate readings. The recommendation is to approve the rate as submitted at \$1.54 per hundred cubic feet. ***Mr. Prentakis made a motion to approve the proposed Operating and Maintenance Sewer Rate for South Essex Sewer District Billings at a rate of \$1.54 per hundred cubic feet. Mr. Houten seconded the motion and all were in favor.***

Recommendation of the Zoning Board of Appeals, per MGL C40A, Section 5, for the Board of Selectmen to refer proposed changes to Sections 2.3 and 7.4 of the Middleton Zoning Bylaw to the Planning Board – ***Mr. Prentakis made a motion to approve the proposed changes to Sections 2.3 and 7.4 of the Middleton Zoning Bylaw to the Planning Board. Mr. Houten seconded the motion and all were in favor.***

Recommendation of the Planning Board, per MGL, C40A, Section 5, for the Board of Selectmen to refer the zoning amendment proposal regarding a new “lot shape” requirement to the Planning Board – ***Mr. Prentakis made a motion to refer the zoning amendment proposal regarding a new “lot shape” requirement to the Planning Board. Mr. Houten seconded the motion and all were in favor.***

Request of the Master Plan Committee to the Board of Selectmen to sponsor proposed zoning amendment to zoning Use Table and Definitions – ***Mr. Houten made a motion to sponsor proposed zoning amendment to zoning Use Table and Definitions. Mr. Prentakis seconded the motion and all were in favor.***

Ratification of contract with the Middleton Police Benevolent Association – Mr. Sheehan addressed the Board and said that the language contained in the contract has changed minimally from the last update provided to the Board. Mr. Ferrara said that the costs for the components of the contract are included in the FY17 budget. Mr. Cresta said he would like to see a new master contract document drawn up to accurately reflect the new changes. ***Mr. Prentakis made a motion to ratify the contract with the Middleton Police Benevolent Association. Mr. Cresta seconded the motion and all were in favor.***

New Business (may be reserved for topics that the Chair did not reasonably anticipate would be discussed) – Mr. Houten reminded everyone that the 1728 Club is hosting a Comedy Night on March 12th to benefit many good causes.

The meeting was adjourned at 9:10 pm

Respectfully submitted,

Julie Roscoe

Julie Roscoe, Recording Secretary

Todd Moreschi, Clerk