



Town of Uxbridge
Planning Board
21 So. Main St.
Uxbridge, MA 01569
(508) 278-8600, ext 2013

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8

Planning Board Fee Schedule Revision (4/13/2011*) as approved by Board of Selectmen on March 28, 2011.

All non-refundable Application Fees shall be paid by check only, payable to the Town of Uxbridge and must be satisfied before the Board will review the Plan.

NOTE: In the event the Application Fees, submitted are deemed to be insufficient as described by these Regulations, the Application will be deemed incomplete and will not be scheduled for review by the Board.

Application Fees (Non-refundable):

ANR Plans (81Ps):

\$100.00, plus \$20.00 for anything over two (2) lots, parcels, easements or etc.

Preliminary Subdivision Plans:

\$250.00 plus \$10.00 for each lot

Definitive Subdivision Plans:

\$400.00 plus \$75.00 for each lot

Engineering Review Fees (Refundable):

At the time of Application, a deposit for Engineering Review Fees shall be paid by the applicant to the Town. Said deposit shall be replenished by the applicant as required by the Planning Board. The initial deposit for Engineering Review shall be:

\$750.00 plus \$250.00 per lot in excess of three (3)

*GIS Update Fee is no longer required.

** Additional information is attached.

PLANNING BOARD (ACTING AS SPGA)
REGULATIONS AND GOVERNING FEES
AND
FEE SCHEDULES

Adopted October 24, 2007

SECTION 1. INTRODUCTION

1.1 Procedural History. Pursuant to G.L. c. 40A, Section. 9, the Planning Board, acting as Special Permit Granting Authority has adopted regulations governing fees and a new schedule of fees for review conducted by the Planning Board (acting as Special Permit Granting Authority) and its consultants on the various types of applications which come before it. This document, subject to revision from time to time in a manner spelled out herein, constitutes the Planning Board (acting as SPGA)'s rules governing the imposition of fees and its current fee schedules.

1.2 Purpose. These regulations and fee schedules have been adopted to produce a more equitable schedule of fees which more accurately reflects the costs of technical and legal review of applications to the Planning Board (acting as SPGA); to take advantage of the procedures offered by G.L. c. 44, s. 53G; to establish a review procedure in the selection of consultants; and to promote more informed decision-making by the Planning Board (acting as SPGA).

SECTION 2. FEE STRUCTURES AND REGULATIONS.

2.1 General. The Planning Board (acting as SPGA) shall impose reasonable fees for the review of applications which come before it. The Planning Board (acting as SPGA) may impose Administrative Fees and Project Review Fees as may be applicable to the types of applications set forth below.

2.2 Form of Payment. All Administrative and Technical Review Fees shall be paid by bank or certified check.

SECTION 3. ADMINISTRATIVE FEES.

3.1 Applicability. An Administrative Fee shall be assessed to offset the expense of review by the Planning Board (acting as SPGA) and its office with regard to all applications set forth in Section 3.3, below.

3.2 Submittal. Administrative Fees shall be submitted at the time of the submittal of the application. Any application filed without this fee shall be deemed incomplete and no review work shall commence until the fee has been paid in full.

3.3 Schedule of Administrative Fees. The following schedule applies to the types of applications to the Planning Board (acting as SPGA) set forth below. This schedule supersedes all previous schedules as they may have appeared in the Zoning By-Laws and any listings which may have been compiled from time to time for the benefit of applicants.

- A. **Special Permit - \$300.00.** Modification or extension of special permit shall also require of a fee of \$300.00.
- B. **Site Plan Review –** Review of Site Plans shall require the following application fees:
 - 1. \$300.00 for sites requiring or containing ten (10) or fewer parking spaces.
 - 2. \$500.00 for sites requiring or containing more than ten (10) parking spaces.
- C. **Repetitive Petition –** Consideration of a petition for a rehearing from the Planning Board - \$300.00.

STAFF RECOMMENDATIONS RE A and C ABOVE

3.4 Fees for Revised Applications. Where an Administrative Fee has been calculated by the number of lots or units proposed, and the application is revised after payment of said fee, the following rules shall apply:

- A. If the number of proposed lots or units increases, the applicant shall pay a fee equivalent to the difference between the fee originally paid and the fee that would have been paid had the original submission included these additional lots or units. No review of these additional lots or units shall take place until this additional fee is paid to the office of the Planning Board (acting as SPGA), and failure to make this payment after requesting additional lots shall be grounds for denial of the application.
- B. If the number of proposed lots or units decreases, a refund of that portion of the application fee predicated on those lots or units shall be granted only if, in the judgment of the Planning Board (acting as SPGA), no cost associated with the review of those lots or units has been yet incurred.

3.5. Fee Waivers. The Planning Board (acting as SPGA) may waive or reduce any Administrative Fee, if, in the opinion of the Board, unusual circumstances exist regarding the subject property or the applicant.

3.6 Refund. Once the review process has been commenced, the Planning Board (acting as SPGA) shall not refund Administrative Fees, including the case of

withdrawal of the application by the applicant, except as provided in Section 3.4.B, above.

SECTION 4. PROJECT REVIEW FEES.

4.1 Applicability. In addition to an Administrative Fee, the Planning Board (acting as SPGA) shall impose a Project Review Fee on those applications which require, in the judgment of the Planning Board (acting as SPGA), review by outside consultants due to the size, scale or complexity of a proposed project, the project's potential impacts, or because the Town lacks the necessary expertise to perform the review work related to the permit or approval. In hiring outside consultants, the Board may engage engineers, planners, lawyers, designers, or other appropriate professionals able to assist the Board and to ensure compliance with all relevant laws, ordinances, by-laws and regulations. Such assistance may include, but shall not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decisions or regulations, or inspecting a project during construction or implementation.

4.2 Submittal. Project Review Fees shall be submitted at the time of the submittal of the application for deposit in an account established pursuant to G.L. c. 44, s. 53G (53G Account). Any application filed without this fee shall be deemed incomplete and no review work shall commence until the fee has been paid in full.

4.3 Schedule of Project Review Fees. The following schedule applies to the types of applications to the Planning Board (acting as SPGA) set forth below. This schedule supersedes all previous schedules as they may have appeared in the Zoning By-Laws and any listings which may have been compiled from time to time for the benefit of applicants. Where more than one type of application has been submitted for Planning Board (acting as SPGA) for action, only the largest of the applicable Project Review Fees shall be collected for deposit into the 53G Account, and not the sum of those fees. The dollar amounts listed below shall be considered the initial deposit required in order to proceed

Original Special Permit, Variance, or Comprehensive Permit or
Modification thereof:

<u>Project Size</u>	<u>Fee</u>
2 - 15 Lots/Units	\$ 4,000
16 - 20 Lots/Units	\$ 6,000
21 - 25 Lots/Units	\$ 10,000
More than 25 Lots/Units	\$ 20,000
Twenty or fewer Parking Spaces	\$ 2,500
Twenty-One or more Spaces	\$ 5,000
Wireless Communications Facility	\$ 3,000

4.4 Replenishment. When the balance in an applicant's 53G Account falls below twenty-five percent (25%) of the initial Project Review Fee, as imposed above; the Planning Board (acting as SPGA) shall consider whether to require a supplemental Project Review Fee to cover the cost of the remaining project review.

4.5 Inspection Phase. After the granting of a Special Permit, Variance, or Comprehensive Permit, the Planning Board (acting as SPGA) may require a Supplemental Project Review Fee for the purpose of ensuring the availability of funds during the inspection phase of the review process.

4.6 Handling of Project Review Fees. The Project Review Fee is to be deposited into a special account as set forth in G.L. c. 44, s. 53G.

- A. Outside consultants retained by the Planning Board (acting as SPGA) to assist in the review of an application shall be paid from this account.
- B. Project Review Fees shall be turned over to the Town Finance Director by the Planning Board (acting as SPGA) for deposit into a 53G Account.
- C. A copy of the latest statement from the banking institution handling the 53G Account shall be forwarded from the office of the Town Finance Director to the office of the Planning Board (acting as SPGA) as soon as it is received for timely and accurate accounting.
- D. The Town Accountant shall prepare a report on activity in the 53G Account on an annual basis.
 - 1. This report shall be submitted to the Board of Selectmen for its review.
 - 2. This report shall be printed in the Annual Report for the Town.
- E. An accounting of an applicant's funds held in the 53G Account may be requested by the applicant at any time.
 - 1. The Planning Board (acting as SPGA) shall respond to the request in a timely fashion.
 - 2. This accounting shall include the following information:
 - a. The latest statement from the banking institution handling the account, which should include an accurate accumulated interest portion to the closing date of the statement if such statements are subdivided into individual applicants' accounts. Otherwise, a statement of principal and interest, prepared by the office of the Planning Board (acting as SPGA), based on the latest statement from the banking institution.
 - b. A report of all checks authorized for issuance since that last banking statement.
- F. An applicant may request an estimate of bills pending from consultants for work completed, or in progress, but not yet invoiced.

G. Excess fees in the 53G Account, including accumulated interest, shall be returned to the applicant or the applicant's successor in interest, at the conclusion of the review process, as defined below. For the purpose of this section, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

1. With the filing of a decision with the Town Clerk denying or awarding a Special Permit, Variance, or Comprehensive Permit.
2. With the filing of a decision with the Town Clerk regarding an Administrative Appeal.

4.7. Appeal. The choice of a consultant selected by the Planning Board (acting as SPGA) for the review of an application may be appealed in writing to the Board of Selectmen by the applicant, providing such appeal is initiated within two weeks of the initial selection.

- A. The Council shall convene a formal hearing within twenty days of receiving a written appeal by an applicant.
- B. Two circumstances may disqualify the selected consultant. These conditions of constitute the only grounds for an appeal.
 1. Conflict of interest: A consultant shall not have a financial interest in the project under review, or be in a position to financially benefit in some way from the outcome of the pending review process. Consultants must be in compliance with the Massachusetts Conflict of Interest Law, G.L. c.268A.
 2. Lack of appropriate qualifications: A consultant shall possess the minimum required qualifications. The minimum qualifications shall consist of either an educational degree in, or related to, the field at issue or three or more years of practice in the field at issue or a related field.
- C. The required time limits for action upon an application by the Planning Board (acting as SPGA) shall be extended by duration of the appeal.
- D. If no decision is rendered by the Council within one month following the filing of the appeal, the selection made by the Planning Board (acting as SPGA) shall stand.
- E. This appeal shall not preclude further judicial review, if otherwise permitted by law, on the grounds provided for in this section.

SECTION 5. DELINQUENT ACCOUNTS. The following rules apply to fees owed to the Planning Board (acting as SPGA) by applicants:

5.1 Monthly Interest Charge. All fees past due by one month from the date of invoice shall be subject to a monthly interest charge based upon an annual interest rate of 14%.

5.2 Costs of Collection. All costs of collection associate with past due accounts shall be borne by the applicant.

5.3. Current Delinquents. All applicants owing fees to the Planning Board (acting as SPGA) at the time of any amendment to these provisions of the regulations shall be sent the following:

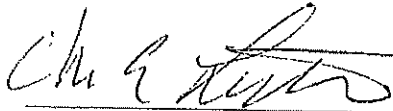
- A. A duplicate notice of the amount past due.
- B. A copy of the applicable sections of these regulations with all amendments clearly indicated.
- C. Notice of a 30 day grace period before the commencement of any changes in interest rates or charges.

SECTION 6. REVISION OF FEE SCHEDULES AND REGULATIONS GOVERNING FEES.

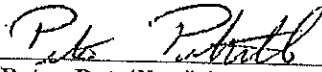
6.1 Amendment. The Planning Board (acting as SPGA) may review and revise its regulations and fee schedules, from time to time, as it sees fit.

- A. Amendments shall be preceded by a public hearing.
- B. Any new regulations or alterations to the fee schedule shall take effect upon filing a copy of the amendments with the Town Clerk.
- C. The Planning Board (acting as SPGA) will review its regulations and fee schedule on an annual basis.
 - 1. The Board may waive this provision in any year with a motion carried by a majority of the Board members.

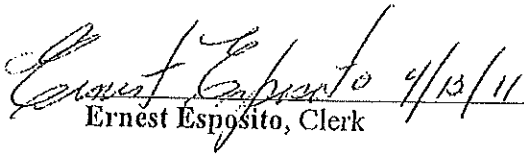
Respectfully Submitted by Donna C. Hardy, Planning Board Administrative Assistant



Charles Lutton, Chairman



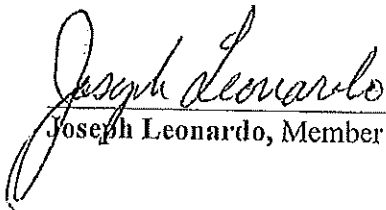
Peter Petrillo, Vice-Chair



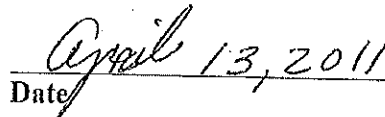
Ernest Esposito, Clerk



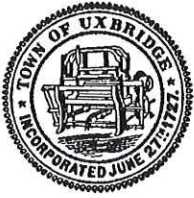
Barry Desruisseaux, Member



Joseph Leonardo, Member



Date



Uxbridge Town Hall
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Uxbridge, MA 01569
508-278-8600 x2013 p
508-278-0709 f

**TOWN OF UXBRIDGE
PLANNING BOARD & DEPARTMENT**

On June 12, 2017, the Board of Selectmen set the Planning Board **Importation Application** fees as follows:

New Applications: \$800
Renewals: \$400

see page 4 of these MINUTES

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Received by
Uxbridge
Town Clerk

**TOWN OF UXBRIDGE
BOARD OF SELECTMEN'S MEETING MINUTES
BOARD OF SELECTMEN'S MEETING ROOM
21 S. MAIN STREET, UXBRIDGE, MASS
MONDAY, JUNE 12, 2017 – 6:30PM**

Present: Chair Jennifer Modica, Vice Chair Jeff Shaw, Clerk Jim Hogan, Selectman Peter Baghdasarian and Selectman Justin Piccirillo. Also present Town Manager David Genereux and Administrative Assistant Tracey Ante. (Ms. Ante left the meeting at 8:30pm. Ms. Modica left the meeting at 9:00pm.)

I. CALL TO ORDER

1. Announcements

Ms. Modica read a written statement relating to the recent activity at town meeting defunding budgets, effects on operations and events that have occurred throughout the past year (statement attached to the minutes). Following her statement, Ms. Modica resigned from her position as Chair. **MOTION: I, Ms. Modica, move that the Board re-org. Seconded by Mr. Piccirillo, the motion carried 4-1 (Mr. Baghdasarian opposed. Mr. Baghdasarian suggested that the Board not re-org at this time until the Board decides on what it wants to do. He noted that the Board should have a separate meeting for this agenda item.)** Following discussion, the re-org agenda item was taken out of agenda item order. Mr. Shaw, acting as Vice Chair led the meeting into the re-org.

Mr. Piccirillo expressed an interest in serving as Chair of the Board of Selectmen. He expressed concerns with the functions of the Town Manager's office, lack of transparency and the role of the Board of Selectmen. He pointed out controversies with the manager signing letters of support and the number of pending lawsuits throughout the town. He said the Board needs to "do better". He recommended the town start planning ahead, improve the zoning bylaws and improve the town's financial position. It was the consensus of several members to move forward with the re-org.

MOTION: I, Mr. Hogan, move that the Board appoint Mr. Piccirillo as Chair. Seconded by Mr. Shaw, the motion carried 3-0-2 (Ms. Modica and Mr. Baghdasarian abstained).

MOTION: I, Mr. Hogan, move that the Board appoint Mr. Shaw as Vice Chair. Seconded by Mr. Piccirillo, the motion carried 3-0-2 (Mr. Shaw and Mr. Baghdasarian abstained).

MOTION: I, Mr. Hogan, move that the Board appoint Mr. Baghdasarian as Clerk. Seconded by Mr. Shaw. Mr. Baghdasarian declined. MOTION FAILED. MOTION: I, Mr. Hogan, move to reconsider and appoint Mr. Piccirillo as Clerk. Seconded by Mr. Baghdasarian, the motion carried 4-1 (Mr. Piccirillo opposed).

Announcements continued

The First Holiday Night Bonfire is Saturday, June 17th, 5-9pm at Serendipity.

2. Citizen's Forum

Mr. Jim Dwyer provided a handout to the Board for discussion later for an agenda item relating to Section III, New Business, #8 – Acting as Water & Sewer Commissioners (attached to the minutes). He briefly touched base on those topics and his concerns. He also informed the Board that he submitted a records request inquiring about water and sewer enterprise funds. He was not sure who completed the request. He inquired as the Board acting as Water & Sewer Commissioners if they had the opportunity to review the material. There were no comments. The Board will continue discussions under the agenda item topic.

Mr. Norman Silbor inquired as to why he has not heard back from Board members as to his concerns addressed at the last Citizen's Forum on the conduct of the Town Moderator at Town Meeting. Mr. Silbor advised the Board that per the order of the moderator, he was dragged by the arm out of town meeting by an officer. He advised the Board that the moderator did not have the authority to do so. His constitutional rights have been violated. He has suffered much stress and anxiety. He warned the members that if the Board does not address the issue he will seek other action. It was noted that the Board does not control town meeting and it falls under the jurisdiction of the moderator. Mr. Piccirillo advised Mr. Silbor he will contact the moderator. Mr. Piccirillo will follow-up with Mr. Silbor.

II. PUBLIC HEARING – CONTINUED

1. Pole Hearing – National Grid to request to install a new joint owned pole on Providence Street pole # 19-25 for a new solar project

The Chair opened the public hearing. Ms. Crystal Tognazzi with National Grid was present and advised the Board that the solar company and Mr. Burns, abutter, have come to a contractual agreement. Mr. Burns reiterated to the Board that he withdrew his complaint. **MOTION: I, Mr. Shaw, move that the Board close the public hearing. Seconded by Mr. Hogan, the motion carried 5-0. MOTION: I, Mr. Shaw, move that the Board approve the request from National Grid to install a new joint owned pole on Providence Street pole # 19-25, plan # 21026790 dated 3/31/17. Seconded by Mr. Hogan, the motion carried 5-0.**

III. NEW BUSINESS

1. Re-org – *Agenda item taken up under announcements.*
2. Gift Acceptance – Police Department – Chief Lourie announced that the donation is to the Police Association and therefore acceptance is not necessary by the Board. However, he wished to thank the anonymous donor for the donation to the motorcycle unit. The Board thanked the donor.
3. Update Blanchard School – Endorse Land Development Agreement – Extension (Uxbridge Housing Associates) – Mr. Harry Romasco, Mr. John Juhl and Mr. Michael Potaski were present on behalf of the Uxbridge Housing Associates. Mr. Romasco informed the Board that the project is progressing. He provided an update on the timeline and financing of the project. A site visit was conducted by DHCD, members of Uxbridge Housing Associates and the Town Manager last week. It is anticipated that the closing date will be at the end of September with construction commencing shortly thereafter. The targeted move in date is early 2019. Mr. Romasco thanked the Town Manager, Board of Selectmen and the community for their support of the housing project. Following discussion, **MOTION: I, Mr. Hogan, move that the Board endorse the Land**

Development Agreement Extension for the Blanchard housing project. Seconded by Mr. Baghdasarian, the motion carried 5-0.

4. License Agreement Mass Electric Co. for "Overhead System" – 175 Providence Street (solar farm project) – Mr. Genereux advised the Board that the license agreement is necessary for the overhead, underground and crossover of utility lines to accommodate a solar project on a portion of town owned property. The solar company will ultimately be seeking an easement; which will require town meeting tentatively scheduled for fall town meeting. **MOTION: I, Mr. Hogan, move that the Board endorse the License Agreement between the Town of Uxbridge and Mass Electric Co. for the "Overhead System" for 175 Providence Street. Seconded by Mr. Baghdasarian, the motion carried 5-0.**
5. Kantech door system – South Fire Station - Chief William Kessler discussed the Kantech door system proposed to be installed at the existing and new fire station and the benefits related thereto. The Fire Station Building Committee supports the installation of the system. Chief Jeffrey Lourie advised the Board of his experience with this type of security door system and highly recommends the installation. There was discussion on costs associated with the system versus re-keying doors. The system is approximately \$9,700. To re-key the doors the costs is approximately \$2,000. Following discussion, **MOTION: I, Mr. Hogan, move that the Board approve the installation of the Kantech door system for the fire station buildings. Seconded by Ms. Modica, the motion carried 3-1-1 (Mr. Piccirillo opposed, Mr. Baghdasarian abstained).**
6. Street lights – LED conversion – The Town Manager briefly discussed the conversion. Information was previously forwarded to the Board identifying the conversion and cost savings. **MOTION: I, Mr. Hogan, move that the Board approve the Street Light LED conversion. Seconded by Mr. Shaw, the motion carried 5-0.**
7. Town Counsel – Request for Proposal – The Town Manager advised the Board that Town Counsel will not be seeking re-appointment. The Town Manager is seeking approval from the Board to move forward for a RFP. **MOTION: I, Mr. Hogan, move that the Board move forward with a Request for Proposal for Town Counsel. Seconded by Mr. Shaw, the motion carried 5-0.**
8. Acting as Water & Sewer Commissioners
 - Set FY18 Fair Use Sewer Fee
 - Discuss creation of Water and Sewer Advisory Committee
 - Structure a plan for creation of Water and Sewer Commission for possible FATM action

Also present for discussion was DPW Director, Benn Sherman and Mr. Jim Dwyer.

The Town Manager provided an overview of the water and sewer rate structure. Rates are recommended by calculating estimated annual revenues and comparing them against the projected enterprise fund budget, with the goal to be close to break even, based on last year's usage. Revenue is calculated by miscellaneous revenue and rates. Rates are based on consumption factors. There was discussion on number of users, usage period, billing cycle, tier structure and CIF calculations.

There was further discussion on creating a Water and Sewer Advisory Committee and the creating a structured plan for the commissioners. It was the consensus of the Board to seek

volunteers to form a Water and Sewer Advisory Committee to assist in water and sewer operations to advise the Board on on-going matters. No votes or action was taken.

IV. OLD BUSINESS

1. Zoning Bylaws – The Board will continue discussions at their next scheduled meeting.
2. **Set Fee – Soil Importation/Earth Removal (Planning Board)** – Mr. Barry Desruisseaux, Vice Chair of the Planning Board was present and reviewed the timeline for processing applications and recommended application fee for soil importation projects.

Following discussion, MOTION: I, Mr. Shaw, move that the Board set the application fee at \$300. The motion was not seconded.

Following additional discussion, the Board reconsidered. MOTION: I, Mr. Hogan, move that the Board set the revolving account fee and application fee at \$1200/\$400, respectively. Seconded by Mr. Piccirillo the motion did not carry 2-2 (Mr. Shaw and Mr. Baghdasarian opposed.)

Following further discussion, the Board again reconsidered. **MOTION: I, Mr. Hogan, move that the Board set the revolving account fee and application fee at \$800/\$400, respectively, with the condition that the fees be reviewed and confirmed at the end of fiscal year 2018. Seconded by Mr. Shaw, the motion carried 3-0-1 (Mr. Baghdasarian abstained).**

V. MEMBER ISSUES

There was discussion on a mini split for the BOS room to accommodate an AC unit.

VI. TOWN MANAGER

The Town Manager report is attached to the minutes.

VII. MEETING MINUTES

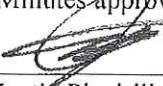
5/22/17 Meeting Minutes – MOTION: I, Mr. Shaw, move that the Board approve the 5/22/17 Meeting Minutes. Seconded by Mr. Hogan, the motion carried 4-0 (Ms. Modica was not present for the vote).


VIII. ADJOURNMENT: NEXT REGULAR SCHEDULED BOARD OF SELECTMEN'S MEETING 6/26/17


At 11:00 PM, Mr. Piccirillo adjourned the meeting.

Minutes respectfully submitted by, Tracey Ante.

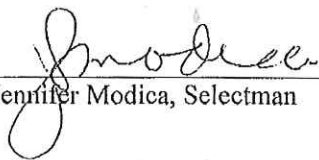
Minutes approved by Board of Selectmen:


Justin Piccirillo, Chair/Clerk

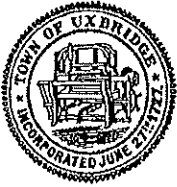

Jeff Shaw, Vice Chair


Jim Hogan, Selectman

Peter Baghdasarian, Selectman


Jennifer Modica, Selectman

Date 10 July 2017



TOWN OF UXBRIDGE
Office of the Town Manager
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605
dgenereux@uxbridge-ma.gov

David A. Genereux
Town Manager

MEMORANDUM

TO: Board of Selectmen
FROM: David Genereux, Town Manager
DATE: June 8, 2017
SUBJECT: Town Manager's Report for the BOS Meeting of June 12, 2017

I am pleased to offer the following report of the Town Manager's activities since May 22, 2017.

TOWN MEETINGS

The Tax Recap Sheet has been updated online with the results of the Spring Annual and Special Town Meetings.

UNION CONTRACT NEGOTIATIONS

The Fire and DPW union contracts were settled on May 22. SEIU is the only remaining municipal union to be negotiated, and I believe that the contract will be settled by June 30.

LEGAL

Progress is being made on a legal matter regarding property that has been discussed in executive session. There is the possibility that we will be moving forward with additional action by the Board shortly.

SCHOOL CENTRAL OFFICE LEASE

We have advertised the unique acquisition (by lease) of the Cove property in the Central Register. I have completed the draft lease agreement and have resubmitted it to the Cove's for commentary.

MCCLUSKEY SCHOOL

Superintendent Carney, Representative Kuros and I met with a developer on May 22 to explore redevelopment opportunities of the McCluskey School, should the School Committee decide to close the building. While they impressed with the structure and its location, they believe that there are challenges in redeveloping it for residential use, as the floor plan is challenging and there is a lack of exterior windows in each classroom. They will be investigating further and getting back to us.

POLICE/FIRE IOD INSURANCE

We went out to bid on the Police/Fire IOD policy that is currently covered by Chubb through Cabot Risk. For FY 2018, Chubb returned a quote of \$29,932 for \$100,000 per incident coverage with a \$10,000 deductible. The Hartford, through Braley & Wellington returned a quote of \$13,797 for \$200,000 per incident coverage with no deductible, a savings of \$16,135 on the premium, plus any deductible costs that may accrue. Based on process deductible payments, I believe that the switch will save an additional \$30,000.

FY 2016/2017 AUDITS

The auditors will be onsite during the week of June 12 finishing the FY 2016 audit. They will return in late July to commence the FY 2017 audit. The FY 2017 year end close preparation has already started. I have been very involved in those preparations.

STAFF

The Manager's Office coverage has been stretched thin due to leave that is typically taken this time of year. We have still managed to keep everything current.

SOLAR LEASE (100 ACRE LOT)

I am in the process of redoing the RFP for the lease of land on Sutton Street for solar purposes. If a developer submits and is chosen, the Town will realize two incomes, the lease payment (Which is anticipated to be used for improvements on the Sutton Street site) and taxation or PILOT on the installed equipment. I expect that the RFP will have a due date in late August.

OTHER EVENTS

- Attended Public Safety, Capital, and Fire Station Building Committee meetings.
- Attended Public Safety day on May 20th
- Attended and spoke at a Court of Honor for Eagle Scout Zachary Jordan on May 20.
- Attended and spoke at the Memorial Day parade on May 29th.

Please contact me with any questions.