



**TOWN OF UXBRIDGE
BOARD OF SELECTMEN'S MEETING MINUTES
BOARD OF SELECTMEN MEETING ROOM
21 S. MAIN STREET, UXBRIDGE, MASS
MONDAY, MARCH 26, 2018 – 6:30PM**

Received by
Uxbridge
Town Clerk

4/25/18 (10:00)

Present: Chair/Justin Piccirillo, Vice Chair/Jeffrey Shaw, Selectmen Jennifer Modica, Jim Hogan and Peter Baghdasarian. Also Present: Town Manager, Angie Ellison

Meeting is recorded.

CALL TO ORDER

ANNOUNCEMENTS

- a) Volunteers needed: Openings available on the following committees: Affordable Housing Committee, Cable Advisory Committee, Council on Aging, Cultural Council, Housing Authority, Library Trustees, Open Space Committee, Parade Committee, Town Common Committee, Zoning Board of Appeals, Capital Planning Committee, Conservation Commission, Uxbridge Town Scholarship Committee and *Water / Sewer Advisory Committee*. Stop by the Town Clerk's office for a Talent Bank Form.

The Scholarship Committee is looking for applicants. Information can be found on the town's website under Scholarship Committee and the Town Clerk's office. Forms due April 30, 2018.

- b) Nomination papers available at Clerk's Office for elections for seats on: Board of Health, Board of Selectmen, Edward C. Thayer Fund Trustees, Finance Committee, Housing Authority, Library Trustees, Trustees of Soldiers' Memorials – Veteran Seat, School Committee. Papers due back April 4, 2018 at 5:00 p.m.

CITIZENS' FORUM

The following citizens spoke:

- Patrick Hannon: Campanelli MEPA meeting, finance department
- Peter Demers: Uxbridge Community Gardens, employee and town manager goals, Town Manager voting member of school contract negotiations, total compensation statements for employees
- Lance Anderson: Support for Campanelli project
- Paul Paulimo: Recreation Committee. Mr. Paulimo to follow-up with Town Manager
- Tom Morelli: Running for State Senate
- Pat Melo: Running for State Representative

TOWN MANAGER UPDATE

- a) Departmental Updates – Finance, Permitting
Finance: Nick Federico, Treasurer/Collector. Finished up tax season, budget process and negotiating health, dental, and life, residents can pay school lunches, transportation, and athletic fees through Friend ID. Joan Navarro, Assessor: 2018 motor vehicle commitment bills of 13,731 and 2017 leftover bills were 356, motor vehicle abatements, 171 exemptions, 77 real estate abatements, supplemental taxation for 2018.

Permitting: Larry Lench, Building: Issued 78 permits in March and collected \$21,588 in fees, thanked electrical inspector Donny for his work during recent storms, Mr. Lench reviewed large projects,

discussed the need for warehouse zoning amendment. Planning Board, Barry Desruisseaux: 10 projects under construction, 6 approved but yet to start and 4 under review, sponsored 4 warrant articles, survey sent out to residents, revision of bylaws. Conservation Committee, Andrew Gorman: 18 notices of intent submittals received, determination of applicability, amended order of conditions, complaints and wetlands violations, certificate of compliances, awaiting feedback on budget, Earth Day poster contest closes April 18th at 7 p.m.

*Request to have agenda item taken out of order – Inter municipal Agreement

*(****taken out of order: after Town Manager FY2019 Proposed Budget)*

b) Employee Search Update

- AP Clerk: hired, starting 4/4, 19 hours
- Town Accountant: completed recent interviews, may reopen search or look at training alternatives for candidates with no municipal experience
- Police Chief: Received an additional assessment agency quote to filter through applications, 46 candidates applied; forward any names interested in joining the Search Committee to Town Manager
- COA Director: Moved retirement from July 11th to April 16th, Ms. Ellison met with COA staff, position is posted
- Economic Planner: Reopen search

Mr. Baghdasarian inquired about having a Zoning Diagnostic update.

*(*taken out of order: after Town Manager Update a. Departmental Updates)*

c) Inter-municipal Agreement-IMA

Between Uxbridge and Mendon with discussion about exploring Fire Department options/availability. Chief Kessler reviewed the agreement with the Board. Mendon has approved discussions/negotiations to look at option/opportunity with Uxbridge Fire. Proposal would put coverage in Mendon 24X7. Uxbridge staff would remain as it is now. Savings on admin side and capital costs.

ACTION ITEMS

a) Gift Acceptances:

- Chief Burke: \$400 donation to the ACO from Geraldine Basziner
Chief reviewed a \$400 donation to the Animal Control Officer from Geraldine Basziner.

MOTION: Mr. Hogan made a motion that the Board accept the \$400 donation to the ACO from Ms. Basziner. Seconded by Mr. Baghdasarian. The motion passed 5-0-0.

(taken first under Gift Acceptances)

- Chief Kessler: \$250 donation in memory of Barbara “Bobbie” Hough.
Chief Kessler spoke about Bobbie Hough’s donations to the Uxbridge Fire Department over the last several years. **MOTION: Mr. Hogan made a motion that the Board accept the \$250 donation in memory of Bobbie Hough with thanks. Seconded by Mr. Baghdasarian. The motion passed 5-0-0.**

** Taken out of order - agenda item discussed here – Board of Selectmen as Water & Sewer Commissioners

*(****taken out of order: after Action Items d. Safety Committee - Speed Limit Recommendation)*

b) Public Hearing: National Grid & Verizon Joint Pole Hearing for Hartford Avenue West.

Josh Sztabor, National Grid present to answer any questions. Residents inquired about the location of the new pole. National Grid will reconfigure design and return at the next meeting. Peter Demers inquired about double poles. National Grid signed a new pole agreement with Verizon. Ms. Ellison provided the Board additional commentary on the new pole agreement and will continue to keep working with National Grid to eliminate double poles. **MOTION: Mr. Hogan made a motion that the Board continue the public hearing for National Grid/Verizon**

joint pole for West Hartford Avenue for alternative engineering review to our next scheduled meeting. Seconded by Mr. Baghdasarian. The motion passed 5-0-0.

(**taken out of order after Action Items a. Gift Acceptances)

- c) Board of Selectmen as Water & Sewer Commissioners: Water and sewer billing rates – Uxbridge Progressive Club – 18 Whitin St.

The Board reviewed the materials sent out prior to the meeting. The Board had a discussion on municipal CIF's. Mr. Shermann stated that the water/sewer study is underway. Discussion was tabled until the survey is complete. No vote taken.

- d) Safety Committee - Speed Limit Recommendation – Capron Street
Resident concerns brought to the Safety Committee about speed on Capron Street. Committee recommends placing a 25 mile per hour sign that will allow Police to enforce the limit. **MOTION: Mr. Hogan made a motion that the Board amend the speed limit for Capon Street to 25 mile per hour and permit the DPW to replace existing signs with signs that state the 25 mile per hour speed limit. Seconded by Mr. Baghdasarian. The motion passed 5-0-0.**

*** Taken out of order - agenda item discussed here – Public Hearing: National Grid & Verizon

- e) Town Manager FY2019 Proposed Budget
The Board reviewed the proposed budget. Ms. Ellison discussed increases due to Economic Development salary and Facilities Director. Ms. Ellison is in discussion with the school department to bring the school facility management to the town hall to be managed. Ms. Ellison stated one of the boilers at McCloskey has been shut down per order of the fire chief, still waiting on some final budget numbers, capital is not included in budget, budget is in compliance with prop 2 ½ and is balanced. Ms. Ellison will follow-up with Chair and Mr. Demers on tax rate for FY19 and tax levy capacity for the budget.

****Taken out of order - agenda item discussed here - Employee Search Update

- f) Name recommendations for High Street Extension Roadway
Board requested additional information about the names on the list as well as having list updated. List should be submitted to Public Safety Committee for their review to confirm there are no similar names. **MOTION: Mr. Hogan made a motion to have the Public Safety Committee review and approve the list of street names. Seconded by Mr. Shaw. Motion passed 5-0-0.**

- g) Establish Town Manager Goals & Objectives – Year 1
The Board discussed and approved the following one year goals for the Town Manager:

1. Staffing – Fill staffing vacancies, establish employee training and establish succession planning for direct reports
2. Create HR position/departments
3. Management: establish systems for continuity and accountability of staff and working relationships with board of selectmen. Goals and objectives, periodic reviews, and annual reviews for direct reports
4. Transition police dept. to town-wide IT process
5. Work with public utilities to reduce the number of double-poles in the town
6. Plan for a town-wide facilities department

MOTION: Mr. Hogan made a motion to set the one year goals and objectives for the Town Manager to review in February 2019. Seconded by Mr. Shaw. The motion passed 4-0-1 (Mr. Baghdasarian abstained.)

*****Taken out of order - agenda item discussed here – Marijuana Licensing Policy

(*****taken out of order: after i. Marijuana Licensing Policy)

h) **Municipal Facilities/Meeting Room Use Policy – Reading #2**

Ms. Ellison reviewed the changes with the Board. **MOTION: Mr. Hogan made a motion to approve the second reading and adopt the policy of the Board of Selectmen for the Municipal Facilities/Meeting Room Use Policy updated March 26, 2018. Seconded by Mr. Shaw. The motion passed 5-0-0.**

(*****taken out of order after: Action Items g. Establish Town Manager Goals & Objectives)

i) **Marijuana Licensing Policy – Reading #1**

The Board reviewed both drafts submitted prior to the meeting. Caroline Frankel spoke about the community outreach program - within 6 months prior to applying to the state, establishments/companies must have a community outreach meeting. The Board discussed attaching a sample/template host community agreement to the policy. The Board discussed creating a checklist. 2nd reading is required. **MOTION: Mr. Hogan made a motion to accept Draft 1 Policy of licensing of marijuana establishments and medical marijuana treatment centers with the amendment to add a sample community host agreement in attachment as first reading. Seconded by Mr. Shaw. The motion passed 4-1-0 (Mr. Baghdasarian opposed.)**

*****Taken out of order - agenda item discussed here - Municipal Facilities Meeting Room

WARRANT ARTICLE REVIEW

Valley Chapel will be available both the 8th/9th. Ms. Ellison reviewed the warrant articles as previously submitted. The Board reviewed the flow of articles in this order: Budget, BOS, Town Manager, Boards/Committees, and Citizen's Petitions. Next step is joint hearings with FinCom and the BOS will make their recommendations after the hearings. Free Cash is in the process of being certified, not on warrant but at Town Meeting. The Board noted the following:

Article 18: reword, Article 29: Map, Articles: 30, 31, 32 bylaw's, remove all recommendations, Town Manager to reach out to the citizen petitions.

Mr. Baghdasarian asked if the Board would consider adding a voter checklist to the warrant. **MOTION: Mr. Baghdasarian made a motion to include a voter checklist in the warrant. Seconded by Mr. Piccirillo. The motion passed 5-0-0.**

MEMBER ISSUES

No outstanding issues

MINUTES

The Board discussed the meeting minute layout.

a. **Approve Meeting Minutes of 3/12/18**

The Board reviewed the submitted meeting minutes. **MOTION: Mr. Shaw made a motion to accept the meeting minutes of March 12, 2018 as written. Seconded by Ms. Modica. The motion passed 5-0-0.**

b. **Approve Meeting Minutes of 3/19/18**

The Board reviewed the submitted meeting minutes. **MOTION: Mr. Hogan made a motion to accept the meeting minutes of March 19, 2018 as written. Seconded by Ms. Modica. The motion passed 4-0-1 (Mr. Shaw abstained).**

- c. Approve Executive Session Meeting Minutes of 3/19/18

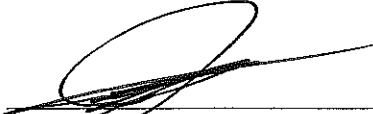
MOTION: Mr. Hogan made a motion to approve the executive session meeting minutes of Monday, March 19, 2018. Seconded by Mr. Baghdasarian. The motion passed 5-0-0.

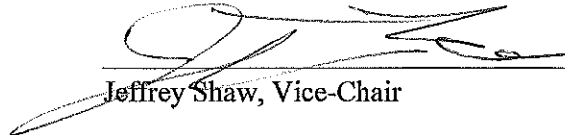
ADJOURNMENT: NEXT REGULAR BOARD OF SELECTMEN'S MEETING: 4/9/18

MOTION: Mr. Hogan made a motion to adjourn. Seconded by Mr. Shaw. Motion passed 5-0-0.

Minutes respectfully submitted by Ellen Welch.

March 26, 2018 Minutes approved by the Board of Selectmen:


Justin Piccirillo, Chair & Clerk


Jeffrey Shaw, Vice-Chair


James Hogan, Selectman

Jennifer Modica, Selectman

Peter Baghdasarian, Selectman

Date Approved: _____

Apr 9th, 2018