

**TOWN COUNCIL MINUTES  
BUDGET/MANAGEMENT COMMITTEE  
Town Hall Council Chambers  
February 20, 2018, Tuesday**

Present: Michael Molisse, Chairman  
Thomas J. Lacey, Vice Chairman  
Jane Hackett, Councilor  
Christopher Heffernan, Councilor  
Brian McDonald, Councilor

Also Present: Nicholas Bulens, Administrative Services Coordinator  
Richard Swanson, Town Auditor  
Joseph Callanan, Town Solicitor

Recording Secretary: Mary Barker

Chairman Molisse called the meeting to order at 6:06 PM. He welcomed the newest committee members, Councilors Lacey and Heffernan.

**18 003-General Fund Transfer for Construction Management Services for Complete Streets Improvements**

This matter was referred to the Budget/Management Committee on January 16, 2018.

Nick Bulens presented the measure requesting a transfer of \$35,000. The town received a \$386,000 grant in FY17 under MassDOT's "Complete Street Improvement Program" for safety and accessibility improvements. Green International Affiliates assisted in the grantwriting and bid prep. The work was originally bid in summer, 2017, but all bids came in over budget, due to the time of year and nature of the project (small spot various location projects requiring manpower). They rejected all bids and Mass DOT suggested rewriting with reduced scope with alternates. Electrical Construction Co. won the bid at \$371,000, which includes HP curb ramps and new crosswalks at four primary schools, the high schools and Queen Anne's Gate, a bus shelter at Pleasant and Route 18, 2 pedestrian-activated crosswalk beacons; at Legion Field Commercial Street entrance and at Shaw's Plaza, and 10 solar speed-reducing signs. The work was tightly coordinated to meet the deadline (extended); funding was sought for a dedicated engineering firm, which is not payable under the grant. All design work has been completed with help from Green International. The town can't apply for additional complete streets funding until this work is completed.

Auditor Swanson confirmed the balance in the fund is sufficient to meet the appropriation request.

Councilor McDonald asked if the project was bid under state procurement laws. Mr. Bulens responded that under Ch.139M (Horizontal Construction) the town is not required to procure designer special services.

Mr. Bulens explained how the pedestrian access flashing lights operate.

A motion was made by Councilor Hackett to forward measure 18 003 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Lacey. UNANIMOUSLY VOTED.

**18 004-Reappointment-Town Clerk-Kathleen Deree**

This matter was referred to the Budget/Management Committee on February 5, 2018.

Mrs. Deree was invited to the table. Chairman Molisse asked her to how the department is running. Mrs. Deree reviewed the new machines, which were purchased for elections; they seem to be well received and there have been no problems. The department is in middle of the current census. She discussed the next election and a possible special election next year (possible for Chapman project).

A motion was made by Councilor Hackett to forward measure 18 004 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Lacey. UNANIMOUSLY VOTED.

**18 005-Reappointment-Assistant Town Clerk-Lee Hultin**

This matter was referred to the Budget/Management Committee on February 5, 2018.

A motion was made by Councilor Hackett to forward measure 18 005 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Lacey. UNANIMOUSLY VOTED.

**18 008-Appointment to the Board of Zoning Appeals-Paul Koch**

This matter was referred to the Budget/Management Committee on February 5, 2018.

Mr. Koch was invited to the table with Mr. Luongo. Mr. Luongo noted that the appointment to the Board of Appeals should read Alternate Member. There is one alternate now; they need to add to the complement. (They substitute when a member is unable to attend.) Mr. Koch reviewed his interest and qualifications. Chairman Molisse stressed the importance of this board and urged Mr. Koch to participate in site visits when reviewing an application.

A motion was made by Councilor Hackett to forward measure 18 008 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Lacey. UNANIMOUSLY VOTED.

**ADJOURNMENT**

At 6:20 PM, there being no further business, a MOTION was made by Councilor Lacey to adjourn and was seconded by Councilor McDonald. UNANIMOUSLY VOTED.

Respectfully Submitted by Mary Barker as Recording Secretary.

Approved by Michael Molisse as Budget/Management Committee Chairman  
Voted unanimously on 2 April 2018