

BOARD OF COMMISSIONERS --- REGULAR MEETING
MARCH 23, 2016

Chairman Cross called the meeting to order at 7pm.

PRESENT: Commissioners Peter Cross, Laura Cronin, Dennis Sullivan, Victor Skende and Chief Melanson. ABSENT: Commissioner Demetrius Atsalis.

Chairman Cross asked that Item 6a be taken out of order and recognized Paul Griffin. Griffin presented the result of the General Contractor bidding. At the meeting of the Building Committee held earlier at 4:30, Construction Monitoring Services recommended that the Cross unanimously to recommend that the Board of Commissioners award the contract as presented. Griffin reviewed CTA qualifications. CTA has a 92% rating with the Division of Capital Asset Management and Maintenance (DCAMM). Griffin stated that some items have been held out of the bid and that there are some outstanding issues with communication equipment. Cross added that the 3 Alternatives are included in the final bid document. The bid from CTA is \$11,992,500 which is below our present budget. The present budget for Construction is \$14,678,134, a comfortable margin. Griffin cautioned that there will be erosion in that number over time. Griffin also described the financial report that will be presented to the Board as construction proceeds.

Skende moved that the Board accept the recommendation of the Building Committee and award the contract for construction of the new fire station to CTA of Waltham, Ma. Sullivan seconded the motion and the Board voted unanimously to approve the contract.

Sullivan left the meeting at 7:15pm.

1. MINUTES: Cronin moved that the minutes of March 9, 2017 be accepted as presented. Seconded by Skende. Unanimously accepted.
2. CORRESPONDENCE: Cross reported that we have received notice from Attorney Michael O'Malley concerning a traffic accident involving one of our personnel. Chief has informed Atty Moss of the demand letter. The amount of any settlement is limited by Mass General Laws.
3. PUBLIC COMMENT: None
4. STREET LIGHTS: No report
5. OLD BUSINESS: None
6. NEW BUSINESS: b. By Law Committee Letter and Proposed Amendments: Nathaniel Munafo presented the Board the Annual Report of the By Law Committee and the Warrant items for proposed amendments to the By Law. Munafo described the 8 items briefly and will submit them to the Clerk/Treasurer. Munafo thanked the members of the By Law for their work. Cross acknowledge the work done by Munafo and his committee.
c. Chief's Search Committee Update: Cronin reported that the committee met on Tuesday this week. They reviewed the essay questions that MRI had prepared and made some minor revisions and rejected one question as irrelevant. MRI has made the first cut. The next meeting of the Committee will be on April 3d and the Committee will review the resumés and essays with MRI.

d. Budget FY18: Cross stated that action on the budget would be delayed due to the absence of Sullivan and Atsalis. Skende noted that we needed to wrap up the budget in three weeks. He asked the Chief if we needed to purchase all of the SCBA as proposed this year. Chief answered we needed to included \$50,100 as Department match if we receive the grant. If we don't receive the grant we will need to begin the replacement of the out of date SCOT air packs.

Cross asked if we should provide more funding for the web site. Cross added that he wanted to see our monthly statements on the website. The Chief had provided money for the design of the web site and has provided money for maintenance. Currently Rich Anderson administers the site on an hourly basis. Cronin felt that to maintain the site, archive materials and including upcoming events required on site person. Skende felt that the website was working and that re-designing would be expensive. Chief expressed the desire to have applications for FPO services on the site with capability to make payment online.

Chief stated that the \$18,000 for Infusion Pumps will need to be included in the budget. Negotiations between the Fire Chiefs Association and the state continue but at this time the pumps will be required.

The Board agreed to hold a Special meeting on April 6th at 7pm.

7. Items not reasonably anticipated: Responding to some erroneous releases to the press, Cronin asked that members of the Board and Department refer all questions from the media to the Chairman of the Board, sub-committee Chairpersons and the Chief. We need to ensure that all information is accurate and on message. Cross spoke in support of Cronin's concerns.
8. CHIEF'S REPORT: Chief stated that he continues to work Capt/Lt's exam as well as a Deputy Chief's exam. He is obtaining costs to be included in the budget.

Chief reported that he has made a conditional offer to an applicant for the open FF position. The individual is undergoing the required testing. Pending positive results to the Board at the meeting of the 13th. That schedule would allow him to join the Department on May 1st and attend the Fire Academy in July.

9. PUBLIC COMMENT:
 - a. Larry Decker spoke about the web site. He cautioned that we need to be clear about what we want to accomplish before we engage a designer.
 - b. Nathaniel Munafo suggested we consider televising our meetings on line in the new facility.
 - c. Mike Dalmau suggested that we look within the Department to develop the web site.

The Board agreed to enter Executive Session at 8:06 pm.

Roll Call Vote: Cronin Yes
Cross Yes
Skende Yes

Respectfully submitted,

Victor Skende
Clerk