

SPECIAL MEETING
TUESDAY: JULY 19, 2016 at 7:00 P.M.
DOCKET

APPROVAL OF THE RECORDS OF NOVEMBER 3, 2015; NOVEMBER 4, 2015; NOVEMBER 10, 2015 AND NOVEMBER 17, 2015; DECEMBER 1, 2015; DECEMBER 15, 2015; AND DECEMBER 22, 2015; AND MARCH 1, 2016; AND APRIL 5, 2016 AND APRIL 19, 2016; AND MAY 3, 2016; MAY 10, 2016; MAY 17, 2016 AND MAY 31, 2016; JUNE 7, 2016; JUNE 14, 2016, JUNE 21, 2016; JUNE 23, 2016 AND JUNE 28, 2016.

EXECUTIVE SESSION MINUTES OF SEPTEMBER 6, 2011 AND SEPTEMBER 27, 2011; JANUARY 17, 2012; FEBRUARY 7, 2012; APRIL 10, 2012; MAY 1, 2012; APRIL 16, 2013; AUGUST 20, 2013; DECEMBER 17, 2013; NOVEMBER 17, 2015; AND DECEMBER 15, 2015.

JOINT PUBLIC HEARING w/ PLANNING BOARD relative to the Rezoning Petition from the City of Attleboro's Planning Board to amend the following sections of the ZONING ORDINANCE: Section 17-2.1.3 ESTABLISHMENT OF INDUSTRIAL ZONING DISTRICTS and Section 17-3.4 TABLE OF USE REGULATIONS – COMMUNITY FACILITIES.

PUBLIC HEARING relative to the Petition from Massachusetts Electric Company for NGRID to extend 5 JO poles beyond existing P12 in a westerly direction on Commerce Way. Also included is a new guy/anchor support pole across from existing P12 Commerce Way. It also adopts the 4-2 duct conduit banks that were installed during road construction and are as specified on the original approved road plans. These facilities will be utilized to supply the new New England Sports Village.

BUDGET & APPROPRIATIONS
Shannon M. Heagney, Chairperson

1. The Mayor respectfully requests Your Honorable Body to revisit a decision that was made to reduce the position of Constituent Services Administrator in the amount of \$50,465.88. Unfortunately, the Municipal Council did not afford me the opportunity to address concerns as it relates to such a reduction prior to the elimination of the position from my office.

As the Mayor is sure that you are aware, with a limited staff of 3 people, he is tasked with running an organization that totals approximately \$141,000,000 for FY2017 all along while continuing to do more with less. More specifically, the position that has been reduced in my office, handles professional matters that range from constituent advocacy to cost savings initiatives for our residents.

To be more specific, it is simply not possible to properly explore and vet cost saving initiatives such as the new Community Electric Aggregation program. It is important to note that this program represents approximately \$890,000 in annual savings for all National Grid customers living or working in Attleboro each year for the next

two years. The City of Attleboro was a leading community in the regional effort and the Constituent Services Administrator worked diligently to negotiate the best program possible in both the municipal steering committee and the legal steering committee. Without the involvement of the Constituent Services Administrator, this program would not have existed and the annual direct savings of at least \$200.00 for residents and businesses of Attleboro would have never been realized. There are two regional planning agencies crafting Electric Aggregation Programs modeled after ours, and could possibly all merge into a larger conglomerate. It is crucial that Attleboro continue to have active representation and advocacy while assessing the viability and success of Aggregation Programs to responsibly participate in regional programs. Nonetheless, the administrative support associated with the current program results in many phone calls, emails, Facebook messages, and letters weekly. The remediation of issues regarding enrollment and public education are the responsibility of the Constituent Services Administrator and need to be addressed.

Further, the City will not be able to explore additional cost saving initiatives such as net metering agreements. As you are aware, your Honorable Body recently approved a 20-year agreement that will reduce General Government expenses by approximately \$20,000 annually beginning in FY2017 and would cover 40% of the Constituent Services Administrator salary. The Constituent Services Administrator was most recently talking with two additional firms which could have resulted in further savings for the City. My Administration does not have the support staff to consider additional cost saving initiatives with the current reduction of staff in my Office as planned.

As you may recall, the MBTA had proposed changes to the commuter rail schedule that would have drastically changed the commutability of Attleboro. One of the most vital transportation resources that the City of Attleboro has is the MBTA commuter rail, which allows residents to affordably live in Attleboro and work in Metropolitan Boston. After directly hearing from many constituents via social media, email, and direct phone calls, it was realized that the impact on Attleboro would be devastating. The proposed changes would have eliminated the ability to commute from Attleboro to the Longwood Medical and Academic Areas during standard medical field working times. The Constituent Services Administrator continuously educated the public on the issue, advertised public meeting dates, provided vehicles of communication to the Commonwealth for feedback, and attended Public Forums to advocate for Attleboro. After such advocacy, the proposed schedule was in fact amended and our rail users which are students, doctors, nurses, and various professionals can continue to commute to work and affordably live in Attleboro. As you can see, this is just one major constituent issue that would not have been successfully navigated if this position did not exist.

If this position is not restored, the expediency of the See Click Fix program will most certainly falter as centralized communication will cease and issues will not be properly prioritized and in some cases miscategorized or left unacknowledged. Lack of trend analysis along with updating or altering issue categories, will inhibit the functionality of the software, and City Departments will be more inconvenienced with less support. To date, over 700 issues have been reported and resolved; however, more importantly, data is being accumulated to more accurately plan tasks and allocate resources which fosters a more publically accountable workforce. The Constituent Services Administrator built the current software with See Click Fix prior to launching the application for public use. The way in which the City of Attleboro is utilizing See Click Fix is unique due to the City utilizing See Click Fix as a workforce management tool in addition to being a vehicle for residents to communicate issues to the City. In using See Click Fix as a workforce management tool, the City and the residents are able to publically participate in infrastructure and asset management. The success of this program requires centralized administration. It would be irresponsible to continue utilizing the See Click Fix software without having the administrative personnel in place and therefore will cease to exist should the current budget cuts sustain.

When the Constituent Services Administrator position was formed, we were able to increase communication with the public via social media accounts, namely Facebook and Twitter. This tool of communication has many benefits, including sharing information and promoting the City of Attleboro through its successful programs, quality events, and rich history. The Constituent Services Administrator was the sole City employee overseeing the social media accounts 24 hours a day, 7 days a week. Anytime there is an event out of the norm, such as a water main break, the Constituent Services Administrator crafts the message and imagery to alert the public and ensures that the MIS Department is informed to update the City website as well. It is important for the City to have an active presence in social media to promote the City and offer a vehicle for communication to the public. An official City account actively managed by the Constituent Services Administrator is the only way to ensure information is reliable, accurate, and delivered to the public in a timely and conspicuous manner through the Mayor's Office. Without the direct administrative oversight, the City will be required to disband all social media accounts if the reduction remains.

The range of constituent issues that have been attended to have been remarkable. Long standing issues throughout the City are being addressed. Neighbors with issues, some spanning decades, are finding relief in their various woes. Residents receive an increased layer of advocacy with the Constituent Services Administrator, whether it be with the Attleboro Housing Authority, City Social Services, State and Federal resources – the residents of Attleboro have a partner guiding them through the various government offices and resources.

All three office staff - the Constituent Services Administrator, Legal Secretary, and Executive Secretary take ownership of issues in all twenty four City Departments – including the School Department. There is a lack of predictability and varying complexity in departmental issues in which it is their obligation to assist. The team of three does a remarkable job in thoroughly addressing any issues they're tasked with, from residents and businesses, as well as City Departments. They constantly rise to the challenge of troubleshooting and remediating issues spanning every City Department in addition to completing their primary responsibilities, which are:

- Answers all incoming calls to the Mayor's Office.
- Responds to matters independently not requiring the personal attention of the Mayor or City Solicitor.
- Processes all warrants citywide after received from the Auditor's Office.
- Processes all purchase orders citywide for expenses over \$500 after received from the Auditor's Office.
- Processes all schedules of invoices payable.
- Reviews all citywide contracts prior to submission to the City Solicitor and returns to departments if any irregularities are found.
- Processes all citywide contracts for Mayor's approval.
- Oversight of citywide Building Maintenance and Grounds.
- Management of citywide telephone landlines and citywide cell phones
- Procurement of maintenance of citywide elevators, HVAC, Sprinkler, Fire Alarm
- Acts as liaison between the City departments and the City Solicitor and other outside legal counsel.
- Brings matters to the attention of the Mayor & City Solicitor.
- Reviews Municipal Council minutes for items requiring action by the City Solicitor.
- Administers claims filed against the City, including preparing all paperwork, correspondence, investigative information.
- Prepares updates of the ordinance book and City Charter.
- Serves as administrative assistant to the Licensing Board and manages Liquor Licensing Citywide.
- Participates in the cable television contract negotiations.

- Administers the citywide insurance policy.
- May serve on boards or commissions as designated by the Mayor.
- Schedules appointments and meetings.
- Prepares various communications, including Mayor's communication to Municipal Council, and reports.
- Responsible for departmental and city-wide budget accounts totaling over \$2 million dollars.
- Monitors telecommunication leases and posting receivables for program.
- Monitors all citywide leases and licenses.
- Oversees accounts payable and prepare payroll for department.
- Oversees building custodian.
- Oversees energy programs and negotiates contracts for supply of electricity and natural gas for the City.
- Oversees the Sealer of Weights and Measures program.
- Responsible for City Hall postage meter, invoices and supplies.
- Receives and responds to citizen complaints, making referrals as appropriate.
- Fields citizens' requests and concerns in a professional manner, researches issues and responds in a timely fashion.
- Coordinates interdepartmental response relating to constituent concerns.
- Answers questions and furnishes information to the general public concerning city policies, rules and regulations and functions of city departments.
- Acts as point person to provide coordination of services throughout city departments.
- Prepares correspondence to various city officials and the public at large.
- Assists in projects and social service support and community activities.
- Assists the Mayor and/or Department heads with projects, research and reports.
- Attends meetings and represents the Mayor at functions when assigned.
- Assists with the daily operation of city departments and agencies.
- Manages electronic media communication.
- Manages the See Click Fix program.
- Manages the Adopt-A-Spot Program.
- Researches policy and legislation
- Organizes citywide events.
- Performs all other related work as required.

Simply put, the expediency and the support capabilities of the Office of the Mayor will be significantly diminished with a reduction of a position.

The Mayor firmly believes Your Honorable Body, which having noble intentions to aid the School Department, very much underestimated the demands of the Office of the Mayor, the growth of the City of Attleboro, the need for support staff in the interest of transparency and accountability to the residents of Attleboro.

Therefore, the Mayor respectfully requests that Your Honorable Body approve a supplemental appropriation for FY17 of \$50,465.88 to Account 11211000-511000 (Office of the Mayor – Salary).

Furthermore, if the above request is not approved, we are required to compensate employees for their earned time at their time of departure. As such, we would owe vacation time in the amount of \$1,512.72 as well as compensatory time in the amount of \$2,847.81. Therefore, the Mayor hereby requests Your Honorable Body transfer \$4,360.53 from Account 11241000-578300 (City Wide – Reserve Fund for Transfer) to Account

11211000-515075 (Office of the Mayor – Earned Time Payment). Upon approval, the available balance in Reserve Fund for Transfer will be \$7,987.70.

In either case it requires the use of an emergency measure.

In accordance with Article 2, Section 2-9 (b) of the City Charter of the City of Attleboro, I respectfully request Your Honorable Body to consider this as an emergency measure.



ATTLEBORO MUNICIPAL COUNCIL

SPECIAL & COMMITTEE MEETINGS

TUESDAY: July 19, 2016 at 7:00 P.M.

AGENDA

COMMITTEE MEETINGS

7:01	Capital Improvements & City Development	7:06	Budget & Appropriations
7:02	Ordinances, Elections & Legislative Matters	7:07	City Property & Claims
7:03	Zoning & Land Use	7:08	Personnel & Human Services
7:04	Transportation & Traffic	7:09	Public Works
7:05	License	7:10	Public Safety & Emergency Management

-ARA Quarterly Update

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ORDINANCES, ELECTIONS AND LEGISLATIVE MATTERS

- Amendment of Section 9-43 of the Licenses and Permits Ordinance by deleting the last sentence that states, "All late fees collected under this provision shall be reserved for the Animal Shelter Building Fund, subject to further appropriation."
(PH held & closed on 03/15/16)
- Delete existing Section 9-46.2 under Section 9-46 Motor Vehicle Dealers of the Revised Ordinances of the City of Attleboro and insert new Section 9-46.2.
- To investigate the City Ordinances governing Hawkers and Peddlers Licenses and Leafleting Permits with the possibility of banning door to door sales within the City of Attleboro. (New Business—Mr. Denlea and Mr. Cook)
- Communication from John Murray, 17 Jenna Drive, in support of passive use of the Manchester Reservoir (Clifton Street side)
- Communication from Colin Blaney-Young former resident in support of passive use of Manchester Reservoir.
- Communication from Chris Castano, 831 West Street, in support of passive use of Manchester Reservoir.
- Information from Michael J. Crowley, 20 Beagle Club Road, and petition from residents.
- Amend Section 16-20 Restricted Use of Orr's Pond and Manchester Reservoir (Public Hearing October 21, 2014)
- To amend Section 9-11 Hackney Carriage (Taxi) by adding the following language to 9-11.7 (New Business—Mr. Thibodeau)
- Legal Opinion dated August 15, 2014 from Attorney Brandon H. Moss to Jeremy Denlea relative to the proposed amendment to

the Hackney Carriage (Taxi) ordinance. (8/19/14)

- That another definition of the requirements for a class #2 Dealer License. (WHOLE SALE ONLY) (NB—Thibodeau &Denlea)

ZONING & LAND USE

- Rezoning Petition from the City of Attleboro’s Planning Board to amend the following sections of the ZONING ORDINANCE: Section 17-2.1.3 ESTABLISHMENT OF INDUSTRIAL ZONING DISTRICTS and Section 17-3.4 TABLE OF USE REGULATIONS – COMMUNITY FACILITIES. (**Joint PH with PLANNING BOARD scheduled for July 19, 2016**)

CAPITAL IMPROVEMENTS & CITY DEVELOPMENT

NO ITEMS

TRANSPORTATION & TRAFFIC

- For Study and Recommendation: To install a “STOP” sign at the intersection of Cathedral Drive and Parsonage Way and referred to **Traffic Study Commission**. (New Business—Ms. Heagney 06/07/16)
- Request from a constituent to install a stop sign at Edgewood Avenue and Magnolia Street that is not included in City Ordinance Section 10-4.11, Isolated Stop Signs and 10-4.12, Multi-Way Stop Signs. (**Referred to the TSC**)
- For study and recommendation: To install a “STOP” sign on Colts Way at its intersection with Kennedy Drive. (NB—Mr. Cook) (PH-1/19/16) (Also referred to **Traffic Study Commission**)
- For study and recommendation: On street parking limitations on Sandalwood Drive and referred to **Traffic Study Commission**. (New Business—Mr. Cooper 11/17/15) (**PH held on 2/2/16**)
- To amend Section 10-5.11, Prohibited for Time Limited Parking by adding the following new section (f): No person shall park a vehicle between the hours of 6:00 A.M. though 7:00 A.M. and between the hours of 2:00 P.M. through 3:00 P.M. on any day except Saturday, Sunday and Legal Holidays, during the regular Bishop Feehan School Years, on the following streets or parts thereof; That prohibited for time limited no parking signs be posted on Harvard Street inbound (Easterly) from North Avenue on the South side of Harvard to the end of the street where it meets the Gate on Bishop Feehan Property. (Mr. Thibodeau) (9/1/15) (Public Hearing-9/15/15)
- To conduct a new study of the installation of traffic lights at the intersection of Park Street and Oak Hill Avenue and referred to **Traffic Study Commission**. (New Business—Mr. Thibodeau & Mr. Denlea)
- Application from the Attleboro Municipal Council, for the “Discontinuance Plan of a Portion of Harvard Street” Parcel A (880 Square Feet) being located on Assessor’s Plat #90, 6B. (JOINT PUBLIC HEARING JANUARY 20, 2015)
- That the parking options for Beagle Club Road and that restrictions up to and including NO PARKING. (NB: Mr. Cooper)
- To install a “Stop” sign at the intersection of Essex Street and Guisti Drive. (New Business—Ms. Heagney)
- To amend Section 10-4.11, Isolated Stop Signs, or Section 10-4.16, Yield Signs as follows: on Lussier Avenue at the intersection of Mendon Road. (New Business—Mr. Thibodeau)(Public Hearing 6/17/14)
- East side of Scott Street at the end of the current parking restriction be reviewed to add distance. (NB—Mr. Thibodeau)
- That the end of Collins St, curved to intersects with Scott St, reviewed for parking restrictions (NB—Mr. Thibodeau) That “NO THROUGH TRUCKING” sign be posted on May Street. (NB—Mr. Thibodeau and Mr. Cooper)
- That Robert Street - “No thru Trucking Street”. (NB—Ms. Heagney)
- Amend Section 10-5.2 Prohibited on Certain Streets delete Section and insert under Section 105.2N Second Street, easterly side, from County Street to Cliff Street.
- Letter from the Morin family, residents of May Street, with concerns relative to May Street.

LICENSE

NO ITEMS

BUDGET & APPROPRIATIONS

- Approve a supplemental appropriation for FY17 of \$50,465.88 to Account 11211000-511000 (Office of the Mayor – Salary) to fund the position of Constituent Services Administrator.
- To research/investigate establishing a separate Stabilization Fund for the purposes of establishing a fund to replace the Attleboro High School track surface and/or the artificial athletic field in the future. (NB—Mr. Kirby and Mr. Conti)
- To establish a procedure for notifying the business community of proposed new ordinances or revisions to existing ordinances that may impact their businesses. (New Business—Mr. Cook and Mr. Bergevine)
- That an ordinance be established requiring that all fees enacted by the city be reviewed on a bi-annual basis.
- Create and implement beginning in FY06, a Debt Policy.

CITY PROPERTY & CLAIMS

- That the Municipal Council supports a proposal of the Attleboro Police Department to designate an area near Police Station with electronic surveillance for residents to engage in the exchange of goods from Internet transactions of any similar means. (12/15/15 NB- Mrs. Porreca)
- To review, discuss and consider reducing the dollar amount in Sections 2-12 and Sections 2-13.
- To investigate relocating the Hebronville Plaque from Dolores Cotnoir Gaudreas. (NB—Ms. Heagney)

PERSONNEL & HUMAN SERVICES

- Two (2) letters from Paul Michaud, Joanne Troiano, Donald Allard, and “Margaret” to President Cook, dated February 8th and 11th, 2016 regarding the Anti-bullying Ordinance.
- 2 communications to President Cook from Donald Allard, Paul Michaud, Joanne Troiano and Margaret, disabled residents of Gardner Terrace.
- 5 Communications received from Attleboro citizens regarding the status of a proposed ordinance concerning the bullying of elderly and disabled residents (2 dated December 4th, 1 dated December 5th, 1 dated December 7th and 1 dated December 15th).
- Communication from Attleboro citizens regarding the status of a proposed ordinance concerning bullying of elderly and disabled residents.
- That the Council continues to investigate the anti-bullying issue and further discussions with the Council on Human Rights. (New Business—Ms. Heagney) (3/3/15)
- Amend the Personnel Rules and Regulations Article XVIII Reimbursement for Education Courses.
- Amend Section 13-6 Personnel Rules and Regulations to receive compensation to advance their education shall be obligated to reimburse the City if they terminate their employment.

PUBLIC WORKS

- Petition from Massachusetts Electric Company for NGRID to extend 5 JO poles beyond existing P12 in a westerly direction on Commerce Way. Also included is a new guy/anchor support pole across from existing P12 Commerce Way. It also adopts the 4-2 duct conduit banks that were installed during road construction and are as specified on the original approved road plans. These facilities will be utilized to supply the new New England Sports Village. (PH scheduled for 07/17/16)
- That Jones Street and Lee Street be accepted as a City street. (NB-Mr. Denlea and Ms. Jackson 02/02/16)
- That a street be named in honor of former State Representative Stephen J. Karol. (12/19/00)

PUBLIC SAFETY & EMERGENCY MANAGEMENT

- Brenda Haskell at the Committee of the Whole relative to hunting on private property. (10/7/14)
- Communications from D Spatcher, 959 Pleasant Street, and J Palermo, 857 Pleasant Street, -hunting safety.
- Communication from Linda Chilson, 175 Pike Avenue, relative to hunting safety violations. (2/5/13)

OLD BUSINESS: **NONE**

NEW BUSINESS: **NONE**

(Disclaimer-This agenda has been prepared in good faith based on topics that the Municipal Council anticipates being discussed at its meeting).

Agenda prepared by Ken Owens from the Office of the Municipal Council.