



**Board of Selectmen  
Minutes  
Tuesday, February 15, 2011, 7:00pm  
Town Hall Meeting Room**

The meeting was called to order at 7:00PM by Chair, Peter Warren in the Town Hall Meeting Room. Selectmen Peter Warren, Marie Sobalvarro, Ron Ricci, Bill Johnson and Tim Clark were all in attendance as well as the Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Peter Warren opened the meeting by acknowledging the sudden passing away of DPW employee James Burrington. He said Burrington was employed with the town for twenty eight years.

**MINUTES** – On a Sobalvarro/Ricci motion, the board voted unanimously to approve the minutes of 12/3 & 12/17, as presented.

**5 YEAR ROADWAY PROGRAM** – DPW Director Rich Nota was present to review his detailed five year roadway program. He explained his plan includes funds from Chapter 90 as well as local funding to bring roads to a satisfactory condition. He said due to the increasing cost of asphalt and reduced Chapter 90 funding his plan is a four prong plan which includes four levels of pavement management. The plan includes a cost breakdown as well as type of work recommended and where.

**CALENDAR YEAR – 2012**

<b>Funding Source:</b>	Chapter 90 Funds	\$242,243.00
	Local Funding	<u>\$250,000.00</u>
	<b>Total Funding</b>	<b><u>\$493,243.00</u></b>

<b>Reconstruction:</b>	Littleton County Road (Cleaves Hill to Schoolhouse) (Includes drainage improvements)	\$230,000.00
<b>Level and Overlay:</b>	Littleton Road (Pinnacle to Whitney)	\$90,000.00
<b>Stone Seal (various roads)</b>		\$120,000.00
<b>Crack Fill (various roads)</b>		<u>\$50,000.00</u>
	<b>Total 2012 Program</b>	<b><u>\$490,000.00</u></b>

**CALENDAR YEAR – 2013**

<b>Funding Source:</b>	Chapter 90 Funds	\$242,243.00
	Local Funding	<u>\$250,000.00</u>
	<b>Total Funding</b>	<b><u>\$493,243.00</u></b>

<b>Reconstruction:</b>	Littleton County Road (Schoolhouse to Trail Ridge) (Includes drainage improvements)	\$310,000.00
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<b>Level and Overlay:</b>	Littleton County Road (Trail Ridge to Littleton TL)	\$100,000.00
	(Includes drainage improvements)	
	Littleton Road (Whitney to Fairbanks)	<u>\$80,000.00</u>
	(Includes drainage improvements)	
	<b>Total 2013 Program</b>	<b><u>\$490,000.00</u></b>

**CALENDAR YEAR – 2014**

<b>Funding Source:</b>	Chapter 90 Funds	\$242,243.00
	Local Funding	<u>\$250,000.00</u>
	<b>Total Funding</b>	<b><u>\$493,243.00</u></b>
<b>Reconstruction:</b>	Slough Road (Oak Hill to Woodchuck)	\$120,000.00
	(Includes drainage improvements)	
<b>Level and Overlay:</b>	Slough Road (Woodchuck to Bolton)	\$120,000.00
	(Includes drainage improvements)	
	Old Shirley Road	\$180,000.00
	(Includes drainage improvements)	
<b>Crack Fill (various roads)</b>		<u>\$70,000.00</u>
	<b>Total 2014 Program</b>	<b><u>\$490,000.00</u></b>

**CALENDAR YEAR – 2015**

<b>Funding Source:</b>	Chapter 90 Funds	\$242,243.00
	Local Funding	<u>\$250,000.00</u>
	<b>Total Funding</b>	<b><u>\$493,243.00</u></b>
<b>Reconstruction:</b>	Ayer Road (Rte. 2 to Ayer TL)	\$350,000.00
	(Includes drainage improvements)	
<b>Stone Seal (various roads)</b>		\$100,000.00
<b>Crack Fill (various roads)</b>		<u>\$40,000.00</u>
	<b>Total 2015 Program</b>	<b><u>\$490,000.00</u></b>

**CALENDAR YEAR – 2016**

<b>Funding Source:</b>	Chapter 90 Funds	\$242,243.00
	Local Funding	<u>\$250,000.00</u>
	<b>Total Funding</b>	<b><u>\$493,243.00</u></b>
<b>Level and Overlay:</b>	Ayer Road (Depot to Still River)	\$185,000.00
	(Includes drainage improvements)	
	Still River Road (Fairbanks to Catholic Church)	\$45,000.00
	Fairbanks Road (Old Boston Turnpike to Ayer Road)	\$90,000.00
	(Includes drainage improvements)	
	No Name Road (Mass. Ave. to Fairbanks)	\$10,000.00
	Whitney Road (Ayer Road to Littleton Road)	\$60,000.00
<b>Stone Seal (various roads)</b>		\$60,000.00
<b>Crack Fill (various roads)</b>		<u>\$50,000.00</u>
	<b>Total 2016 Program</b>	<b><u>\$490,000.00</u></b>

Nota said he plans to use Chapter 90 funds for maintenance and local funds to repair roads with major issues. Nota will determine each year which roads are in need of stone seal or crack fill. Marie Sobalvarro asked if the local funding is through the capital budget. Nota said yes. She suggested investigating the Small Town Road Assistance Program for additional funding. Nota said he is more than willing to participate in any additional funding options that may be available.

On a Johnson/Ricci motion, the board voted unanimously to accept this report.

Bill Johnson thanked the Department of Public Works for their efforts during this unrelenting winter season.

### **SENATOR JAMIE ELDRIDGE & REPRESENTATIVE JEN BENSON**

Senator Eldridge explained the Governor has presented his budget next will be the House and then the Senate. Eldridge said his main focus right now is on the budget and he will be fighting to protect local aid. He noted he has been working with Ron Ricci regarding the cost of services for Devens going out for public bid. He appreciates the leadership Harvard has taken on this and has begun to work with Ayer as well. Representative Benson concurred with the Senator relating to the budget. She said legislation has been filed on the Home Rule Petition for health insurance plan design. She provided an update relating to the flooding problem in Harvard and Boxborough. She said they have been able to add this study to the ongoing project currently under way through national conservation research which will certainly expedite the process. She is hopefully a solution will be achievable. Bill Johnson commented on the establishment of the Economic Development Committee at last years ATM. He said their charge is to target commercial development and one objective is to investigate the possibility of joining an existing Economic Target Area (ETA). Johnson indicated there may be a warrant article at this years ATM petitioning the legislation to amend the Devens ETA to add Harvard. He asked the Senator and Representative to lend their support if a home rule petition goes through. Marie Sobalvarro mentioned the possibility of a home rule petition to expand our liquor licensing. Sobalvarro asked about the Governors proposal to have town employees join the GIC health insurance plan. She said we have already done this by moving to the saver plans and wondered how this may affect us. She also commented on the need to increase Chapter 90 funds considering we need twice as much as we are receiving. Tim Clark thanked the Senator and Representative for their assistance regarding reopening contracts for services in Devens. Clark said Ayer, Shirley and Lancaster have all discussed the issue publicly with positive support so far from Ayer and Shirley. Clark also commented on the regional presentation that was held last week stating there was a positive turnout and moving forward they will look to the Senator and Representative for guidance. Ron Ricci thanked the Senator and Representative for assisting the the Devens Economic Analysis Team (DEAT) to attain information requested. He said Chairman Victor Normand would be making a presentation at the next JBOS meeting on February 24<sup>th</sup>. Ricci said he would have the information forwarded to the Senator and Representative for their review. Peter Warren thanked the Senator for co-sponsoring the on call volunteer health insurance legislation. Marie Sobalvarro asked for an update regarding the use of CPC funds for ongoing maintenance of town buildings. Senator Eldridge said the legislation has been refilled and there has been a lot of support.

He said he is cautiously optimistic this will pass. The concern he is hearing is regarding the increase in registry fees and that towns would begin to rely on these funds. The Senator said he would inform us when testimony will be heard. The Senator and Representative thanked the BOS for their time.

### **HARVARD AMBULANCE SQUAD UPDATE**

Director Steve Beckman along with squad members Bonnie Sweeney and Ann Cohen were present to provide an update to the Board. Their presentation consisted of run statistics, roster development, MATRIS mandate, billing processes and performance goals.

**Run Statistics** Beckman explained the run statistics have improved especially with daytime coverage due to the cadet program. The statistics show the response time for the 1<sup>st</sup> EMT on the scene is 6min 14sec and 9A arrival is 11min 50sec. The response time from when the call was received to delivery of patient to the hospital is 42min. For Advanced Life support services the majority go to Medstar and Ayer FD. They hope to integrate with Pro EMS in the future. Bill Johnson asked how is it determined where the call will go. Beckman said the dispatchers decide depending on location. They do try to balance and rotate the distribution.

**Roster development** Beckman said the roster has become stronger. He indicated the roster has 2 physicians, 5 nurses, 5 professional EMTs and 3 ALS students. Currently, the squad consists of 27 members with 10 who are in college. The squad has 17 members on a regular basis. They have 15 provisional EMTs and 29 cadets (includes adult first responders/drivers). In the summer of 2010, the squad was able to recruit 11 new adult first responders and 4 walk in EMTs. In the fall, 11 adults, 13 students with 3 on the fast track have gone for their EMT certification. Beckman said the squad is coming together and with the new *Iamresponding* tool (on call hours) the likelihood of missed calls goes way down.

**MATRIS Mandate** Massachusetts Ambulance Trip Record Information System Beckman indicated this is mandated information technology infrastructure which is effective 12.15.2010. It is an electronic patient care reporting system. The interim solution is transcribing MARS forms manually. A comprehensive evaluation of a solution is underway for spring 2011. The cost is estimated to be \$15,000 – \$25,000.

**Billing processes** Beckman provided a diagram showing the current billing process. He said it is very complex and they are investigating how to make it more efficient. He said he looks forward to working with the BOS on the billing contract renewal process. Beckman presented the BOS with a draft accounts receivable write-off policy. He is anxious to correct all artificially high balances so a more accurate budget can be revealed. The BOS will review the draft policy for possible approval at their next meeting.

Peter Warren expressed his concern over a recent missed call. Beckman agreed this was unacceptable and definitive action has been taken. Bonnie Sweeney stated Beckman has provided good leadership and the squad has responded overwhelmingly to do what needs to be done in order to not miss a call.

Beckman said there are a few areas where the BOS can be of assistance to the Ambulance Squad. One area is to reconcile “Enterprise” status. Tim Clark said this would take the Ambulance off the taxpayer dollar so a defined process would need to be implemented. An enterprise would mean the squad functions as a stand alone type of service that self regulates. A brief discussion ensued around reimbursement for training costs. Tim Bragan said the Ambulance squad should have policies and procedures approved and adopted by the BOS. Peter Warren thought basic training would not be challenged but advanced training would require a policy. Bill Johnson encouraged the Ambulance squad to develop a business plan along with policies and procedures.

### **SELECTMEN REPORTS**

Marie Sobalvarro reported complete adoption of Chapter 138 (Liquor Licensing) may be more than the town wants. The one day license seems to be the item of interest so she proposed the following: add to the BYOB policy the requirement of a common victualler license or an entertainment license or a general petition would be required for a non-profit or an individual to request a one day license to serve only wine/malt. She asked the board to contemplate and discuss further at the next meeting.

Peter Warren said the Municipal Buildings Committee will hold a public information session on Thursday, February 17<sup>th</sup> and the BOS will hold a public hearing at their March 1<sup>st</sup> meeting at Volunteers Hall.

Warren announced the Cable Committee is in need of volunteers.

Warren asked the other members if they were interested in moving forward to investigate regionalization of services. The members agreed. Warren said he would follow up with the communities who attended the regionalization presentation last week.

### **TOWN ADMINISTRATOR REPORT**

Tim Bragan provided the board with a report on the recent Fire Department responses. He also gave the board a matrix with 4 different options regarding the replacement of the Fire Chief. Option#1 full time chief, option#2 part time chief full time duty officer, option#3 part-time chief and part-time duty officer and option#4 full-time chief and part-time duty officer. The handout also included a draft job description including Emergency Management Director duties. Bragan asked the board to review and be prepared to vote on this at the next meeting. He will follow up with Firefighters Bill Barton and Chuck Nigus.

Bragan reported Article 4 from the Special Town Meeting – adoption of the Energy Stretch Code has been approved.

On a Sobalvarro/Johnson motion, the board voted unanimously to approve holding the Jessie Day 5k race on May 21<sup>st</sup>.

Wastewater management bid – On a Ricci/Johnson motion, the board voted unanimously to award the bid to Weston & Sampson.

Bragan said he would be meeting with the Boxborough Town Administrator in the morning to discuss a shared Town Facilities Manager.

Bragan asked Town Center Sewer Building Committee Chair Chris Ashley to come forward and provide a status update regarding the project. Bragan said he had spoken with our engineering firm Norfolk Ram and it is his understanding at this time we would not have numbers for the project in time for the ATM on April 2<sup>nd</sup>. His suggestion is to move the ATM. Ashley confirmed this is true and said once they go out to bid prices would not be back until late April very beginning of May. This would require the town to hold a Special Town Meeting or push the date of the ATM out. The big concern is if any of the circuit breakers are triggered. Ashley said it is unlikely but not certain. The other problem is the possibility of losing our SRF funding considering the tight timeframe. Ashley said under the project approval certificate the town must advertise bids by 2/21 award by 4/11 with project completion by 10/11. Ashley said there seems to be a disconnect between the Boston DEP/SRF and DEP Central Regional Office (CERO) because our application has been held up. At this time it is unlikely if we will go to bid by 2/21. Marie Sobalvarro asked Ashley what his suggestion would be considering the advice from Tim Bragan to move the ATM. Ashley said it is a tough call but felt it would be best to have the numbers prior to ATM so we can be absolutely certain the numbers fit. The circuit breakers were a safeguard put in place to assure residents the project would not take a life of its own. He said we need to strike a balance between a good contracting environment and public perception. Bill Johnson agreed it would be wise to buy ourselves some time. Tim Clark expressed his reluctance to move the date. Johnson said he respects the opinions of the consultants, Tim Bragan, and Chris Ashley. He will go with their advice. Ron Ricci wondered if we move things out could we miss this year for funding. Ashley said considering the project process so far it is hard to say when the bid end date would be. Sobalvarro said she is in favor of moving the date. The board members agreed to finalize a date for the ATM at their March 1st meeting.

**REVIEW 1<sup>ST</sup> DRAFT ANNUAL TOWN MEETING WARRANT ARTICLES –**  
Tim Bragan supplied the board with the 1<sup>st</sup> draft of the warrant. He asked the BOS to send any comments/suggestions to him.

\*\*\*\* On a Sobalvarro motion, the Board voted unanimously by a roll call vote (Sobalvarro – AYE, Johnson – Aye, Ricci – AYE, Clark – AYE, Warren - Aye) to enter into executive session at 10:15pm, as authorized by Chapter 39, Section 23B of the Massachusetts General Laws, at a meeting for which 48-hours notice has been given, to discuss on-going litigation. Following the executive session, the Board will reconvene into open session only to adjourn. \*\*\*\*

The meeting was adjourned at 10:35pm.

Documents referenced:

**5 YEAR ROADWAY PROGRAM** – dated 2012-2016

**SENATOR JAMIE ELDRIDGE & REPRESENTATIVE JEN BENSON**

Handout – no date

**HARVARD AMBULANCE SQUAD UPDATE** – presentation dated 2.15.2011

Accounts receivable write-off policy dated 2.11.2011

**TOWN ADMINISTRATOR REPORT** - Fire Chief options matrix no date,

Fire Department response letter dated 2.09.2011

**REVIEW 1<sup>ST</sup> DRAFT ANNUAL TOWN MEETING WARRANT ARTICLES**

Warrant FY2012