



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

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

Marie Sobalvarro announced the Finance Committee has 2 three year terms, 1 year term and 2 associate members. She also noted all volunteer opportunities are posted on the town website.

MINUTES - On a Johnson/Ricci motion, the board voted unanimously to approve minutes of 5/12 & 5/16, as presented.

2011 RE-PRECINCTING PLAN

Town Clerk Janet Vellante was present and explained due to the federal census numbers Harvard is required to form two precincts instead of one. A request has been sent to file special legislation to permit the Town to continue with one voting precinct considering our population totals were inflated due to the inclusion of the federal medical prison population located in Devens. In the meantime, we are required to approve the plan and send it to the state. The plan was displayed to show the two precincts. Vellante noted a few minor changes she made to the precinct descriptions. On a Clark/Warren motion, the board voted unanimously to approve precinct changes as amended by Janet Vellante.

BOND ANTICIPATION NOTE (BAN)

Finance Director Lorraine Leonard attended the meeting requesting the board approve and sign the BAN borrowing for the dump truck. She said the interest rate will be 1.1% for one year. She explained they will plan to roll in the two fire trucks next year to take advantage of the low rate. The BAN is available up to five years. On a Johnson/Ricci motion, the board voted unanimously to approve the BAN for the dump truck.

BOARD OF SELECTMEN FY12 GOALS

Marie Sobalvarro explained she drafted the goals from the Strategic Planning Session and the discussion meeting held on May 25th. The board members made a few amendments. On a Clark/Johnson motion, the board voted unanimously to accept goals as amended. Sobalvarro asked each member to provide her with the areas they are interested in so goals can be assigned.

APPOINTMENT OF MECHANIC

DPW Director Rich Nota was present to recommend Matthew Glenny of Lunenburg for appointment as mechanic for the DPW department. Nota said two applications were received and there was also one internal candidate. Nota said Glenny has a strong history

of public service (serves on the Lunenburg Fire Department) and has six years experience as a mechanic. He confirmed Glennly has committed to possess both a CDL license and operators license within the first six months of employment. Nota expressed his confidence in Mr. Glennly and recommended him for the position. On a Ricci/Warren motion, the board voted unanimously to appoint Matthew Glennly as mechanic for the DPW department.

SOLARIZE MASS UPDATE

Tim Clark reported the informational meeting held on May 31st was well attended. Site visits were also held at two homes in Harvard on June 4th. He directed interested residents to visit the Solarize Mass web page on the town website where they can join a google group and be placed on the distribution list for upcoming events and information. Clark said he would be attending a recognition ceremony in Marlboro to officially receive Harvard's Green Community funds. Ricci noted resident Bruce Leicher is investigating the possibility of allowing property owners to band together to create "solar gardens" on a common site. He commented on many properties inability to install panels due to topography or historic building restrictions that make locating a solar PV installation difficult.

ADVISORY COMMITTEE APPOINTMENTS

Marie Sobalvarro asked each candidate to come forward and explain why they are interested and what they can bring to the committee. Sobalvarro noted applicant Maggie Green was not able to attend this evening but is still interested. Bill Johnson said it is important for each candidate to review the Statement of Intent voted on at the ATM. Sobalvarro recommended discussion of the charge include the Statement of Intent.

Mark Cooper, 103 Bolton Road

Mark Cooper has lived in town for ten years and is very interested in projects relating to architecture. He is a Project Manager and served on the Westford School Building Committee when he lived there. He has experience working with architects and general contractors. In Harvard, he has served on the 4th of July Committee, Housing Authority, Community Preservation Committee and worked with a number of people constructing the pump house.

Doug Coots, 14 Ayer Road

Doug Coots has lived in town for a number of years and is a member of the Historical Commission. He also served on the Municipal Buildings Committee which makes him very familiar with the buildings and the process executing over the past year. He has designed several assisted living facilities and also has experience working on historic buildings. He was a builder back in the 70's thus he has experience on the construction end of things. He understands how much projects evolve from the conceptual phase to the schematic phase. He said the more informed we become through this experience the better critics we can be. Coots assured the BOS he has no prejudice to this process.

Chris Cutler, 56 Stow Road

Chris Cutler has been in town for twenty years. He has served on several committees including the 4th of July Committee, Historical Commission and Community Preservation Committee. He has been a builder for thirty plus years specializing in residential properties. He can bring a builders eye to the committee and is very interested in participating.

Wade Holtzman, 104 Bolton Road

Wade Holtzman has seven years experience in construction management at Logan Airport and holds a construction supervisor license. He has been a small business owner in town since 1986. He serves on the Municipal Affordable Housing Trust, Sewer Building Committee, Community Preservation Committee and the Historical Society. He will be fiscally sensible and use common sense.

Pete Jackson, 46 Jacob Gates Road

Peter Jackson has lived in town for thirty four years. He served on the Municipal Building Committee and was the co-chair on the library building committee. He participated in hiring of the OPM for that project. He is currently a library trustee. He has also served on the 4th of July Committee, Conservation Commission and Cultural Council. He was employed as a civil engineer for forty two years. He has experience in plan design, construction management and has served as project manager. He is excited to pursue this initiative further.

Ron Ostberg, 41 Warren Avenue

Ron Ostberg has lived in town for twenty seven years. He has served on many committees over the years. He worked on the restoration of St. Paul's in Rome, St. James in Italy and projects in Saudi Arabia. He commented on these projects having limited funding and investigating ways to finance projects was always part of the task. He is very devoted to this project and understands the financial responsibilities. He is pleased to work with this group of volunteers.

Lou Russo, 116 Oak Hill Road

Lou Russo has been in the construction industry for thirty years as a general contractor and in real estate development for thirty four. He was the developer for Harvard Green, Harvard Office Parks and now Bowers Brook which is under development. He is familiar with all aspects of a large scale development project. He worked on the Westford Town Hall renovation, Sudbury Fire headquarters, Fitchburg College Campus Police Station and Maynard Police Station. He is very familiar with Chapter 149 bid laws. He wants to give back to the community.

Marie Sobalvarro asked if any BOS members had any questions. Tim Clark asked Lou Russo if his contracting business, which operates in this market sector, would cause any conflicts when it comes to the OPM or designer selection process due to any current or future business relationships. He said no. Ron Ricci said at the ATM a plan was presented by the former MBC for a larger scale project. The BOS unanimously voted to support a slightly different version (Statement of Intent). He asked for each candidate to state for the record if they had any problems working to that statement. Marie Sobalvarro suggested they discuss this later in the meeting. Tim Clark agreed we should focus on qualifications at this point. He suggested the details be considered during the discussion around the charge for the new committee. Ricci felt strongly it is the BOS obligation to follow the Statement of Intent. Clark was reluctant to agree a vote was taken in full support and noted this is a bone of contention. Johnson agreed with Ricci as part of the appointment process it is imperative candidates understand the statement considering this group will define the scope of the project. Sobalvarro noted the Statement of Intent will be further resolved during the schematic design phase. She said her goal tonight is to get this process underway. Johnson asked for clarity on tonight's appointments. His understanding is the committee will be tasked with development of Request for Services to hire an Owners Project Manager and Architect. Sobalvarro encouraged the board to approve candidates in attendance this evening with the next step to finalize a charge. Ricci was adamant his question be answered. All of the candidates stated they could work within the Statement of Intent except Ron Ostberg and Pete Jackson. They were both concerned the statement could handcuff the committee. Johnson pointed out the Statement of Intent was agreed upon by the Finance Committee, School Committee, Capital Planning & Investment Committee and the Board of Selectmen in addition to those in attendance at the ATM. The following motions were made:

On a Johnson/Ricci motion, the board voted to charge this committee to develop RFS document to screen respondents and make recommendations for both OPM and Architect. (Clark – Nay, Warren – Nay, Sobalvarro – Nay, Ricci – Aye, Johnson - Aye)
The motion did not carry.

On a Clark/Warren motion, the board voted to create a Municipal Building Committee to honor Article 17 schematic designs for the Town Hall and Hildreth House comprised of seven members of the public. (Clark – Aye, Warren – Aye, Sobalvarro – Aye, Ricci – Nay, Johnson - Nay)

Bill Johnson said he is uncomfortable with reference to article 17 in the motion. He is concerned we are heading in the wrong direction if appointees are not in agreement with what was voted at ATM. Ricci and Johnson asked for clarity on this appointment. They were under the impression from the last meeting this would be an advisory committee not the building committee moving forward. Sobalvarro stated we will discuss a charge later in the meeting which will help to finalize this process.

Peter Warren suggested amending the motion to include names of candidates. On a Warren/Sobalvarro motion, the board voted to amend the current motion adding: which shall include Lou Russo, Wade Holtzman, Ron Ostberg, Doug Coots, Pete Jackson, Mark Cooper, and Chris Cutler.

The board voted on the following motion as amended:

On a Warren/Sobalvarro motion, the board voted to create a Municipal Building Committee to honor Article 17 schematic designs for the Town Hall and Hildreth House comprised of seven members of the public which shall include Lou Russo, Wade Holtzman, Ron Ostberg, Doug Coots, Pete Jackson, Mark Cooper, and Chris Cutler. (Clark – Aye, Warren – Aye, Sobalvarro – Aye, Ricci – Nay, Johnson - Nay)

TOWN ADMINISTRATOR REPORT

Recommendation for roadway materials

On a Ricci/Warren motion, the board voted unanimously to award the roadway materials to PJ Keating.

Bragan informed the board members he will be attending a meeting on Monday, June 13th to discuss regional dispatch. He said the Police Chief, Fire Chief and Interim Fire Chief will attend as well.

Bragan said he will prioritize the DOR financial review for the next BOS meeting. He apologized for the phone problems at Town Hall and explained a new system will be installed by Monday, June 13th. He anticipates a reserve fund transfer request to go before the Finance Committee. The phone system was hit during a thunderstorm which is an unforeseen incident.

Bragan announced the departure of the Treasurer/Tax Collector Vicki Smith. Smith is moving on to the Town of Groton. He plans to hire an Interim Treasurer/Tax Collector while the hiring process is in progress.

He informed the BOS executive session will be necessary this evening to discuss ongoing litigation related to the police department and non-union personnel contract related to the fire department.

Highway garage roof

On a Clark/Ricci motion, the board voted unanimously to endorse contract for the highway garage roof replacement.

GINNY THURSTON SCHOLARSHIP

Due to the low receipt of applications, Tim Clark met with the guidance department at Bromfield. They discussed ideas on how to increase visibility of the scholarship and how to encourage volunteerism throughout a student's high school years. On a Warren/Ricci motion, the board voted unanimously to award scholarship to the finalist as recommended.

DEAT CHARGE

Ron Ricci worked with Committee Chair Victor Normand on the revised version. The board made a couple minor amendments. On a Clark/Ricci motion, the board voted unanimously to accept DEAT charge as amended.

FIVE YEAR PLANNING TEMPLATE FOR ALL BOARDS MEETING

Bill Johnson explained the presentation is an introduction to lead and not a directing initiative. He asked the board members for feedback. Tim Bragan said he met with the Finance Committee and they were agreeable to the calendar proposed. The board members made a few suggestions. Johnson confirmed he will make the presentation at the All Boards meeting. On a Ricci/Johnson motion, the board voted unanimously to accept template as amended for distributed.

SEWER POLICY

Tim Clark promised a final version for review at the June 21st meeting.

MUNICIPAL BUILDING COMMITTEE CHARGE

Marie Sobalvarro drafted a committee charge for discussion. The draft was not distributed prior to the meeting but hard copies were available. She indicated her version includes a process for checks and balances' considering ultimately this is the responsibility of the Board of Selectmen. Peter Warren said he has also drafted a charge using the original MBC recommendation. The board members discussed what timeframe they envision to finalize this charge. Sobalvarro suggested all the members do their own research and come back with ideas to be discussed at the July 19th meeting. They decided to finalize the charge at their August 16th meeting. Tim Clark suggests BOS liaisons be selected. Marie Sobalvarro asked Ron Ricci and he accepted. She will also serve as liaison.

**** On a Johnson motion, the Board voted unanimously by a roll call vote (Johnson – Aye, Clark – AYE, Warren – Aye, Sobalvarro – Aye, Ricci - Aye) to enter into executive session at 9:51pm, 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 (Police Department) and non-union contracts (Fire Department) . Following the executive session, the Board will reconvene into open session only to adjourn. ****

The meeting was adjourned at 10:10pm.

Documents referenced:

2011 RE-PRECINCTING PLAN – re-precincting vote and description dated 6.7.2011

BOARD OF SELECTMEN FY12 GOALS – FY12 drafted by Marie Sobalvarro final version dated 6.7.2011

APPOINTMENT OF MECHANIC - Letter from DPW Director dated 5.25.2011

ADVISORY COMMITTEE APPOINTMENTS – volunteer forms from Mark Cooper dated 6.2.2011, Doug Coots dated 5.31.2011, Chris Cutler dated 6.2.2011, Wade Holtzman dated 5.31.2011, Peter Jackson dated 6.2.2011, Ron Ostberg dated 5.31.2011, Louis Russo dated 6.2.2011, Maggie Green dated 5.31.2011

DEAT CHARGE – drafted by Ron Ricci final version dated 6.7.2011

FIVE YEAR PLANNING TEMPLATE FOR ALL BOARDS MEETING – presentation dated 6.14.2011

MUNICIPAL BUILDING COMMITTEE CHARGE – drafted by Marie Sobalvarro