



**Board of Selectmen  
Minutes  
Tuesday, June 21, 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 and Bill Johnson were all in attendance as well as the Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

**MINUTES** – On a Johnson/Ricci motion, the board voted unanimously to approve minutes of 5/17 & 6/7, as presented.

Ron Ricci asked why the approval of minutes from the April 2<sup>nd</sup> meeting which took place prior to the Annual Town Meeting was not on the agenda. He made a motion to approve the minutes which was seconded by Bill Johnson for discussion. Marie Sobalvarro noted this item was not on the agenda and referenced the standard process which requires distribution of the minutes to the entire board for feedback prior to approval. Her intention was to handle this at the July 19<sup>th</sup> meeting. Ricci provided copies of the minutes and strongly suggested all members take a moment to review them. He said the minutes were distributed and was adamant they be approved this evening. Tim Clark stated he has an issue with the draft distributed related to the vote to endorse the Statement of Intent. He said he only voted on a specific italicized section which was presented to him not the entire document. Warren, Ricci and Johnson did not have this same recollection. Clark said he would not vote to approve the minutes as drafted. Sobalvarro said she had submitted edits to the draft which included the discussion regarding one day liquor licensing. She suggested the edited version be distributed for approval at the July 19<sup>th</sup> meeting. Tim Clark was asked to provide his input. Ricci withdrew his motion and the board agreed to approve the minutes at their next meeting.

#### **INTRODUCTION OF FINANCE COMMITTEE CANDIDATES**

Moderator Bob Eubank was present to introduce the candidates. He said the Finance Committee has four vacancies including two associate positions. He asked each candidate to come forward and explain why they are interested.

Alice von Loesecke, 84 Warren Ave.

Von Loesecke is interested in becoming more involved in the community. Her background is in management of companies including budgets and strategic planning. She is also a ski club manager and volunteers at the Congregational Church. She regularly attends Annual Town Meetings.

Ames Hardymon Schnier, 12 Old Boston Turnpike

Schnier is interested in volunteering for the town to become more involved. She is interested in an associate position and regularly attends Annual Town Meetings. Her

background in research will be an asset to the committee. She has lived in town since 1999.

Alan Frazer, 157 Bolton Road

Frazer has lived in town since 1994. He has been a trail steward in the past and is now ready to give back to the community by volunteering. He feels his background in the business industry will be an asset. He has worked for a global company dealing with a gamut of responsibilities and is very familiar with financial budgeting processes.

Don Ludwig, 23 East Bare Hill Road

Ludwig said as a taxpayer in town with a child in the school system he feels volunteering now is a good idea. His view on the committee will be fiscally responsible. He is currently owner of an insurance agency.

Rudy Minar, 204 Still River Road

Minar has been a resident for seven years and has served on the Historic Commission. His interest has been sparked to serve on the Finance Committee due to the municipal buildings initiative moving forward to improve infrastructure and the upcoming town center sewer project. He is an Investment Banker so he is very familiar with developing strategic initiatives to manage finances. He works directly with CEO's and corporate boards. He regularly attends Annual Town Meeting.

Laura Vilain, 3 Oak Hill Road

Vilain is interested in volunteering due to the town center sewer and municipal building projects. She also has a child in the school system so that is important to her as well. She has lived in town for seven years and regularly attends Annual Town Meeting. She holds an MBA and worked at MIT/Lincoln laboratory.

Eubank commented on the great group of volunteers and plans to make final appointment by July 1<sup>st</sup>.

#### **EMPLOYEE APPOINTMENTS**

Police Chief Ed Denmark explained due to shortages in personnel he is requesting some additional appointments: three part time officers and one part time dispatcher to full time through January 2012. Peter Warren said in the old days, reserve officers from other communities would come to assist in situations such as this. Denmark explained most departments do not allow their full time officers to work part time in other communities. The submitted employee appointment list was edited to remove Sean Doocey and end the full time dispatcher appointment for James Flanders in January 2012.

On a Ricci/Clark motion, the board voted unanimously to approve list with edits.

#### **COMMITTEE APPOINTMENTS**

The board members reviewed the list and asked a couple questions.

On a Johnson/Warren motion, the board voted unanimously to accept committee appointments as presented.

It was noted on the Historical Commission Rudy Minar would not be able to continue on the Historic Commission if appointed to the Finance Committee. Sobalvarro suggested the board take no action at this time and defer to the July 19<sup>th</sup> meeting. Peter Warren wondered if new candidate Pamela Marston could be appointed in the event Minar is appointed to the Finance Committee. Sobalvarro was reluctant do this without a recommendation from the Historical Commission. Tim Clark pointed out there are requirements sets associated with the Historical Commission appointments. The other members were unaware of this. Bill Johnson said an email was received from committee Chair Roseanne Saalfield confirming the other candidate Maggie Green was not interested in the appointment which leaves Marston. Ricci did not want to delay the appointment. He said Marston has attended meetings and has been waiting for sometime now. Sobalvarro was hesitant to overrule the committee. She does not want to set the precedent this is acceptable. On a Johnson/Ricci motion, the board voted to appoint Pamela Marston to the Historical Commission with a term expiring in June 2014 provided Rudy Minar is appointed to the Finance Committee.

(Johnson – Aye, Ricci – Aye, Warren – Aye, Clark – Nay, Sobalvarro – Nay)

## **NEW APPOINTMENTS**

### ***Council on Aging***

The Council on Aging has three vacancies and recommended Bonnie Sweeney and Katie Petrossi for appointment. Both candidates came forward to give a brief statement on why they were interested in serving and provided a description of their background. On a Ricci/Johnson motion, the board voted unanimously to appoint Bonnie Sweeney and Katie Petrossi to the Council on Aging with terms expiring in June 2014. Council on Aging board member Charlene Phillips provided an update on the search process for a COA Director. She said 16 applications were received and five candidates interviewed. They are very excited about the finalists and anticipate a formal appointment soon.

### ***Economic Development Committee***

The EDC has one vacancy and the committee recommended James Stevens for the appointment. Stevens came forward to give a brief statement on why he is interested in volunteering and his background. On a Clark/Ricci motion, the board voted unanimously to appoint James Stevens to EDC with a term expiring in June 2014.

## **AMBULANCE ROSTER APPOINTMENTS**

Liaison Peter Warren said he reviewed the roster and was in agreement.

On a Ricci/Clark motion, the board voted unanimously to accept roster as presented.

## **SELECTMEN REPORTS**

Peter Warren

- Reported DEC and MassDevelopment have formally voted to fund the purchase of capital equipment to record and televise meetings. He said it will be up to the town cable committees to provide volunteers to do the taping.
- Attended Cemetery Commission and Historical Commission at a meeting held at the Shaker Cemetery. He said a good dialogue was established.

- He and School Committee Chair Keith Cheveralls have completed draft Facilities Manager job description to be reviewed by the Capital Planning & Investment Committee this week. Tim Clark asked to have the draft reviewed by the Energy Advisory Committee once ready for circulation.
- Spoke with Building Inspector and Fire Chief regarding additional permitting requirements coming from the state related to solar panel installations.

*Peter Warren noted as point of contact for the Solarize Mass program Worth Robbins should be leading the project as a resident and not as a Harvard Press initiative.*

#### Ron Ricci

- Devens Economic Analysis Team (DEAT) is currently preparing twenty questions for Trinity Financial related to the Vicksburg Square project. He will distribute questions once finalized. They will have a report for the BOS August 16<sup>th</sup> meeting.
- Municipal Affordable Housing Trust (MAHT) continues to work on the accessory apartment initiative. Clark asked what the trust was going to do regarding the Great Elms property looming foreclosure. Ricci said the trust is looking into alternative ways to assist with this situation. Trust Chair Wade Holtzman was present and confirmed the trust voted to explore and determine the right direction to go in.
- Municipal Building Committee meeting this morning went well. They will look to determine a point person of contact at the Town Hall.

#### Tim Clark

- Green Community funds have been received. He requested permission to post signs noting Harvard is a Green Community. On a Clark/Warren motion, the board voted unanimously to post three signs at appropriate gateways.
- Solarize Mass – meeting to be held on June 23<sup>rd</sup> to meet the installer New England Breeze. They anticipate site assessments soon. The program closes in September.
- He attended a 495 Partnership meeting and announced a new parking area for commuters in Littleton.

#### Bill Johnson

- Bare Hill Pond Watershed Management Committee held an exchange of information event with Pond abutters on Saturday. The turnout was very good, and spurred 3 volunteer applications to join the Pond Committee. They plan to hold more events in the future.
- As a follow up to the All Boards meeting, Johnson asked the board members to assist liaison assignments with their five year plans which are due September 7<sup>th</sup>.

#### Marie Sobalvarro

- Sobalvarro distributed the FY12 draft goal assignments. She will try and set up a discussion meeting to review and make any changes if necessary.

## **TOWN CENTER SEWER PROJECT**

*Project update:* Town Center Sewer Building Committee Chair Chris Ashley was present and provided an update on the project. Ashley reported on May 26<sup>th</sup> approval for the wastewater treatment upgrades was received from DEP. On June 15<sup>th</sup> a meeting was held with Town Administrator Tim Bragan, Finance Director Lorriane Leonard, and engineers from Norfolk Ram to review the bid documents. He anticipates the bid packages will go to the printer tomorrow and be available for distribution on July 15<sup>th</sup>. Ashley said after a meeting is held with contractors any necessary addendums will be drafted with final bid proposals due on July 28<sup>th</sup>. He expects to attend the BOS meeting on August 2<sup>nd</sup> by which time we should know if any circuit breakers have been tripped. Special Town Meeting details can be discussed then if required.

*Sewer Policies:* Tim Clark explained two special meetings were held to review the draft policies and revisions from those meetings were incorporated. Chris Ashley noted the work of the Town Center Sewer Policy Committee included aspects important to the community. He said it will be significant for the future sewer commission to review the document they created. The draft policy presented today is more of rules and mechanisms. He recommends the commissioners incorporate both documents to make a working document moving forward. Ashley confirmed this document needs to be approved as the next step in the SRF process. On a Ricci/Clark motion, the board voted unanimously to approve this document as written and be reviewed by town counsel within the next 90 days and to be brought back to BOS for further action.

## **TOWN ADMINISTRATOR REPORT**

Tim Bragan reported he attended a meeting last week on regional dispatch. If this were to go through it would be in fiscal 2013. He will distribute the documentation from the meeting as well as the Inter-Municipal Agreement for the board members to review. The board will discuss further at their August 16<sup>th</sup> meeting and will send any questions they may have on the IMA to Bragan. The board also discussed how they can provide an opportunity for the public to weigh in.

Bragan briefly reviewed his prioritization of the DOR financial management review. He noted most items have been accomplished already. There are a few items that still need to be addressed. Bragan expects to provide recommendations in August and September.

### *Fire truck bid – Engine 4*

Bragan said ten companies requested bid packets with two bids received. He said KME Fire Apparatus/bulldog vehicles were the low bidder. Their package was reviewed by the Procurement Officer and the Fire department. On a Ricci/Johnson motion, the board voted unanimously to approve fire truck bid to KME for \$452,000

## **ENTERTAINMENT LICENSE**

On a Ricci/Warren motion the board voted unanimously to approve entertainment license for the Harvard Lions Club.

### **COMMON VICTUALLER LICENSE**

Tim Bragan informed the board the request is for the location that previously housed Peaches Deli. The applicant is currently in the process of obtaining a food service permit from Nashoba Board of Health. On a Ricci/Johnson motion, the board voted unanimously to approve the Common Victualler license subject to BOH approval.

### **SKILL SET FOR MUNICIPAL BUILDING COMMITTEE VACANCY**

Peter Warren referenced the skill sets listed in the memo received from the MBC. The board members decided the current members are a high-quality group and there is no urgency to fill the vacancy. They all agreed the vacant position will need to be filled by someone who has a good understanding of financial aspects and can establish a good working relationship with the Finance and Capital committees. Tim Clark suggested the person be familiar with programming needs in each of the buildings. Warren said internal growth within the committee may lead to them providing a recommendation.

### **FARMERS MARKET – sale of farm-winery**

Marie Sobalvarro provided an FAQ and the legislation (Ch. 138 Section 15F) that details this process. Her intention was to merely provide a heads up to the board members. A request must first be approved by the agricultural event (farmers market) then the Mass Department of Agricultural Resources (MDAR). The local licensing authority may develop requirements for requests and obtaining this special license. Sobalvarro anticipates more on this in August.

The meeting was adjourned at 10:00pm.

### **INTRODUCTION OF FINANCE COMMITTEE CANDIDATES**

Volunteer forms: Ames Hardyman Schnier 6.16.2011, Alice von Loesecke 6.20.2011  
Alan Frazer 6.20.2011, Don Ludwig 6.16.2011, Laura Vilain 4.20.2011, Rudolf Minar 6.2.2011

**EMPLOYEE APPOINTMENTS** – FY12 spreadsheet

**COMMITTEE APPOINTMENTS** – FY12 spreadsheet

**COA APPOINTMENTS** – Elizabeth Sweeney 5.19.2011 & Kathryn Petrossi 5.18.2011

**EDC APPOINTMENT** – James Stevens 6.13.2011

**AMBULANCE ROSTER APPOINTMENTS** – Ambulance roster dated 6.13.2011

**SELECTMEN REPORTS** – FY12 Goal assignments

**TOWN CENTER SEWER PROJECT** – Original 1.18.2011 revised 6.14.2011

**TOWN ADMINISTRATOR REPORT** – prioritization of DOR financial report 6.21.2011

**ENTERTAINMENT LICENSE** - license request dated 6.14.2011

**COMMON VICTUALLER LICENSE** – license request dated 6.14.2011

**FARMERS MARKET – sale of farm-winery** – FAQ and printout of Section 139