



**Board of Selectmen
Minutes
Tuesday, August 23, 2011 at 9:00am
Town Hall Meeting Room**

The meeting was called to order at 9:00AM 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. Tim Clark was absent.

CULTURAL COUNCIL APPOINTMENT

On a Warren/Ricci motion, the board voted unanimously to appoint Alice Bartram to the Cultural Council with a term expiring in June 2014.

DEVENS ENTERPRISE COMMISSION

Marie Sobalvarro announced the associate member vacancy on the commission. The board asked interested individuals to submit a volunteer form by September 14th.

MINUTES

On a Warren/Ricci motion, the board voted unanimously to approve minutes of 8/2, as presented.

SELECTMEN REPORTS

BOS members reported all their liaison assignments are working on their five year strategic plans in preparation for the submission deadline of September 7th.

Peter Warren said the Cemetery Commission has set up a gift account for the preservation of the Shaker grave markers.

Ron Ricci announced the Water Commission will hold a public hearing on September 13th to discuss rate changes.

The board members requested distribution of the five year strategic plans as they come in. Peter Warren asked if the BOS is preparing a plan. Tim Bragan referenced the goals developed by the BOS at their Strategic Planning Session held in May. Bragan said he would work with Johnson and Sobalvarro on this and the board will discuss further at their September 6th meeting.

Marie Sobalvarro said the Elderly & Disabled Taxation Aid Committee is meeting next week. They have received input from the Council on Aging and plan to discuss how to tailor tax relief programs.

TOWN ADMINISTRATOR REPORT

Tim Bragan announced the following resignations:

Jeff Ritter, Bare Hill Pond Management Committee

Sue Tokay, Montachusett Regional Vocational Technical School representative

Julie Moberly, Warner Free Lecture

Craig Bardenheuer, Planning Board

Bragan informed the board we have received notification from the Alcoholic Beverages Control Commission (ABCC) that two local establishments will be required to attend a hearing on October 4th. Apparently, the commission held a sting operation in the area and two local establishments sold an alcoholic beverage to a person less than twenty-one years of age. He suggested the board revisit this after the hearings are held.

Bragan said he would be attending a conference on municipal health insurance next Thursday.

Marie Sobalvarro asked about the marketing agreement related to the Solarize Mass Program. Bragan confirmed it has been signed and sent.

OWNER'S PROJECT MANAGER (OPM) TOWN HALL/HILDRETH HOUSE

MBC Co-Chair Pete Jackson was present. He reported twenty nine applications were received which included a wide range of proposals. Four interviews were held. The committee is recommending the selection of Design Technique Inc. (DTI). Jackson noted this firm was the OPM for the library project and the experience with them was very positive. Bill Johnson asked if all the applicants followed the scope of services outlined. Jackson confirmed all applicants followed the rules under the qualification procedure. Johnson wondered if DTI named the personnel who will be working on this project. Jackson said they are a smaller firm and he believes the same team that worked on the library will work on this project as well. Their familiarity with the town will be helpful. He said the next step will be to layout a series of meetings that will be held with DTI. He envisions the most involvement by the firm in the beginning and toward the end of the process. The fee schedule is not discussed during the qualification stage. Co-Chair Wade Holtzman will handle the fee schedule negotiation while Jackson is away. The Finance Director Lorraine Leonard and Town Administrator Tim Bragan will also be involved. Jackson noted DTI is well aware of the time crunch they will be under with this project. The MBC will follow the same qualifying process to hire an architect and expect to have one on board by November. Ron Ricci thanked Jackson for his leadership on the committee and expressed his pleasure with the process so far. On a Ricci/Warren motion, the board voted unanimously to accept recommendation to select Design Technique Inc. (DTI) as Owners Project Manager (OPM).

DEPARTMENT OF PUBLIC WORKS

Roadway Program 2011

DPW Director Rich Nota attended the meeting to review his Roadway Program for 2011. He noted the major change with the program is to delay the stone seal portion for this

year. He is awaiting more updated information on the best process to follow before he makes a recommendation. He will start the bid process again in the winter and plan the project for late spring early summer.

On a Warren/Ricci motion, the board voted unanimously to approve the 2011 roadway program dated August 8, 2011.

Ayer Road Drainage Improvements

Nota explained the Route 2 Ayer Road project is significant due to serious icing problems on the hills. It has been determined a more robust system than originally anticipated will be necessary and will include adding drains under the shoulder of the road. Due to the complexity and time frame, Nota has decided to allow time for the trenches to settle.

They will do a temporary resurfacing of the trenches.

On a Ricci/Warren motion, the board voted unanimously to approve Baltazar Contractor for the Ayer Road drainage improvement project.

Roadway Crack filling program

On a Ricci/Johnson motion, the board voted unanimously to approve Superior Sealcoating for the roadway crack filling program.

The Board signed the 2011 Chapter 90 requests.

BUILDING FACILITY MANAGER COMMITTEE

Selectmen Peter Warren and School Committee Chair Keith Cheveralls spoke on this subject. Warren said this has been a topic of discussion for sometime and is listed as one of the BOS goals. He said they have been working on this with input from the Capital Planning & Investment Committee and the Finance Committee. He reported both committees are in favor of pursuing this further. Warren said the next step would be to form a Municipal Building Facilities Manager Committee to develop a job description for recommendation at the Annual Town Meeting. Warren suggests allowing the committee to investigate all possibilities which may include use of existing resources and regionalization. He thinks it may be useful to seek participation from area professionals as well. Both Cheveralls and Warren assume additional funding will be required to establish this position. Cheveralls said the School Committee has not discussed this thus far but clearly due to already shared services there is willingness there. They did discuss involving the Energy Advisory Committee moving forward. Marie Sobalvarro suggested this committee be formed as an ad hoc committee. On a Johnson/Ricci motion, the board voted unanimously to endorse this idea and ask Peter Warren and Keith Cheveralls to move ahead and form a committee and report back to the Board of Selectmen at their second meeting in September.

INTER-MUNICIPAL AGREEMENT FOR OPERATION OF A REGIONAL DISPATCH

Tim Bragan apologized for not supplying the board with the final version prior to the meeting. He distributed a revised version for the board to review. He said Mass Development's Attorney Lee Smith added language which does not commit the towns unless grant funding is in place. Bragan said at this point in time it appears Devens,

Harvard and Lancaster are the three communities ready to act on this agreement. He said Lunenburg and Shirley are unlikely. Bragan said the agreement must be fully executed so grant decisions can be made in September. He confirmed the grant funds are given upfront not as a reimbursement. The board members agreed to take action on this at their September 6th meeting.

SEWER COMMISSIONERS

The board received volunteer forms from five residents interested in serving on the Sewer Commission. Three commissioners are necessary with at least one who resides in the sewer district. On a Warren/Ricci motion, the board voted unanimously to appoint Kyle Hedrick to a one year term, Cindy Russo to a two year term and Rick Maiore to a three year term on the Sewer Commission.

COMMUNITY PRESERVATION COMMITTEE FUNDS

Restoration of the South Elevation of Town Hall

Tim Bragan said concern has been expressed over utilizing CPC funds to make repairs to the south elevation of the Town Hall. The town had previously voted to use the funds for restoration to the town hall but with the ongoing MBC initiative some members are reluctant to utilize these funds now. An exterior conditions assessment was completed and four options were given. Bragan suggested moving forward with option 4:

- Remove and reinstall wood quoins at southeast corner. Work will include sheathing repairs and replacement of approximately 25% of the quoins.
- Repair wood window hoods and sills with epoxy consolidate. Install metal flashing over hoods.
- Repair wood siding, wood cornice, and wood post bases.
- Remove paint to bare wood. Prime and paint façade, ideally with historic paint scheme derived from paint analysis.

Bragan asked the MBC for their opinion. Members Doug Coots and Pete Jackson were present and suggested postponing the repairs. They felt considering the timing of the ongoing MBC initiative it would be best to consider this in the spring of 2012. They believe we will have a better idea then on how the projects may be moving forward and how the CPC funds can be incorporated. Everyone is aware the funds must be utilized by June 30, 2012. Peter Warren was in favor of moving forward now as was Marie Sobalvarro who referred to the unanimous vote made at town meeting. Bragan said the Historical Commission was supportive of the proposal. Coots said it makes sense to wait until we gain more knowledge from schematic designs. This way we can be certain funds are spent wisely and most efficiently. Pete Jackson was in agreement and offered the option to handle some of the critical maintenance before winter. Sobalvarro was confused to consider doing maintenance which has not been done in years but not move forward on option 4. She noted some visible evidence showing motion on the building would be very positive for the community. Coots said we are obligated to use the funds on the town hall. Sobalvarro summarized the discussion to possible repairs in the fall with the funding source unknown and further work in the spring of 2012.

The meeting was adjourned at 10:58am.

Documents referenced:

CULTURAL COUNCIL APPOINTMENT – volunteer form from Alice Bartram
dated 8.3.2011

OWNER’S PROJECT MANAGER (OPM) TOWN HALL/HILDRETH HOUSE
Memo dated 8.18.2011

DEPARTMENT OF PUBLIC WORKS – 2011 Roadway Program dated 8.8.2011
Ayer Road request dated 8.8.2011

INTER-MUNICIPAL AGREEMENT

FOR OPERATION OF A REGIONAL DISPATCH – Final document no date

SEWER COMMISSIONERS – volunteer forms dated 8.22.2011 from:

Kyle Hedrick, Richard Maiore, Cindy Russo,
Scott Hayward, William Salter