



**Board of Selectmen
Minutes
Tuesday, September 6, 2011 at 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.

MINUTES - On a Warren/Ricci motion, the board voted unanimously to approve minutes of 8/15 & 8/18, as presented.

PLANNING BOARD APPOINTMENT

On a Clark/Warren motion, the Selectmen and the Planning Board voted unanimously by a role call vote to appoint Maggie Green for a term expiring in 2012.
(McFarland – Aye, Minar – Aye, Catalina – Aye, Johnson – Aye, Clark – Aye, Sobalvarro – Aye, Ricci – Aye, Warren – Aye)

SPECIAL AUCTION PERMIT

On a Clark/Ricci motion, the board voted unanimously to grant a special auction permit for September 21st with sign requests subject to Park & Recreation Commission approval.

PUBLIC COMMUNICATION

Mary Ellen Jones, Harvard Hillside Reporter, asked for a comment on the nature of the open meeting law complaint filed by one BOS member against the other members of the board. Marie Sobalvarro explained the official response is due tomorrow. Peter Warren said the complaint is considered public information and could be viewed under a public records request.

SELECTMEN REPORTS

Five Year Strategic Plans

Bill Johnson reported most of his liaison assignments have submitted their strategic plans. He noted his pleasure with all submissions so far following the format suggested by the BOS.

Tim Clark said he is confident all his liaisons will submit their plans as well. He did note the Park & Recreation Commission plan would be delayed.

Marie Sobalvarro reported the library trustees will submit their plan later in the fiscal year when they can gain a good response from the community.

Ron Ricci said most of his liaisons have submitted their plans and he expects one from the Municipal Affordable Housing Trust shortly. He reported the School Committee will have a delayed submission.

Peter Warren reported his liaisons are on track as well but the cable committee submission will be delayed. Warren said he attended a regionalization meeting at Holy Cross and it was announced four million in grant funds will be available.

Selectmen FY2012 Goals

Ron Ricci noted progress has been made on the establishment of document management, retention, and on-line access strategy related to town hall transactions. He mentioned the October 18th deadline for the Municipal Building Committee to meet with the Capital Planning & Investment Committee and Finance Committee to establish a timeline.

Peter Warren reported he and School Committee Chair Keith Cheveralls will be meeting this week to continue the exploration into creation of a Town Facilities Manager position.

Bill Johnson said the reutilization plan for new library is on-going. The next steps will be realized once more input has been provided from the Pilot Project.

Tim Clark noted the fee review process has begun and there have been discussions around establishment of enterprise funds. He stated the coordination of the sewer project is moving forward.

Master Plan update

Tim Clark reported the Request for Proposal (RFP) has been advertised with a deadline of September 25th. He said a bidders meeting will be held. Peter Warren said he noticed Montachusett Regional Planning Commission (MRPC) has grant funds available for Master Plan work. Bill Johnson asked if the committee is actively pursuing potential grant funding. Clark explained the first phase is mostly public input but the second phase is more data intensive therefore grant funding may be necessary.

Elderly & Disabled Taxation Aid Committee update

Marie Sobalvarro reported her and Peter Warren recently met with the committee, Council on Aging Director Debbie Thompson, Treasurer/Tax Collector Debbie Nutter, and the Board of Assessors to discuss current programs and determine next steps. Sobalvarro asked if the board would agree to allow the formation of an ad hoc committee to provide feedback to the Elderly & Disabled Taxation Aid Committee. The board members were supportive.

TOWN ADMINISTRATOR REPORT

Tim Bragan announced MassDevelopment will hold a community memorial service on Friday, September 9th at 10:00am. Please RSVP to Meg Delorier.

Bragan continues to work with Norfolk Ram specifically engineer Wayne Perry to move the sewer project along. He expects to meet with Tim Clark on this as well.

Bragan asked for guidance from the board on how to proceed when all the five year plans have been submitted. He noted the Finance Committee will not be meeting this week thus we need to discuss when to hold the All Boards meeting.

Bragan explained once the Sewer Commission approves the Sewer Policy a final review will be done by Town Counsel.

INTER-MUNICIPAL AGREEMENT/REGIONAL DISPATCH

Police Chief Ed Denmark was present and provided an updated town model budget scaling back the project to include just three communities as requested by the BOS at their last meeting. Tim Bragan noted the IMA has been worked on over the past several months with the final version distributed to the board last week. Chief Denmark explained the budget numbers used were those provided in the grant proposals and the budget estimates received from MassDevelopment. Bragan confirmed the agreement has been reviewed by town counsel and MassDevelopment's attorney and will only take effect if all five communities sign on. In the event five communities do not sign on a revised IMA will need to be prepared. Bragan and Chief Denmark expect Devens and Lancaster will endorse the agreement. Lunenburg is a possibility but Shirley is still reluctant. Marie Sobalvarro asked if the board members had any questions. Ron Ricci asked if there is a specific deadline for submission. Bragan said in September grant funding must be finalized so the sooner the better. The board members asked a few questions. Bill Johnson made a motion to adopt the Inter-Municipal Agreement for Operation of a Regional 911 Emergency Communication District by and between Communities in the Nashoba Valley Region. Tim Clark asked to amend the motion to include the specific communities participating. On a Johnson/Ricci motion, the board voted unanimously to adopt the Inter-Municipal Agreement for Operation of a Regional 911 Emergency Communication District by and between MassDevelopment, Lancaster, Lunenburg, Shirley and Harvard. The board instructed Chief Denmark to move forward with preparing a new IMA with only three communities participating for review at the September 20th meeting.

APPLICATIONS FOR CERTIFICATION OF AN AGRICULTURAL EVENT FOR SALE OF WINE

Marie Sobalvarro explained the Department of Agricultural Resources is now accepting applications for certification of Agricultural Events. This will allow winery's who are licensed by the ABCC as a Farmer-Winery to sell their product at a farmers market. Sobalvarro distributed a revised liquor license policies, procedures and application to accommodate for this. She asked for feedback from the board members. They decided to charge a \$50.00 fee, require copy of the MDAR application, ABCC license, TIPS certified confirmation (to allow wine tasting) and completed liquor application for Harvard. The fee would be an annual fee paid per event. Sobalvarro said this license is issued as a special license with specific dates and times. The other piece of this

is establishing the premise. The School Committee must be consulted as the Farmer's Market is located on school grounds. They will address the issue at their meeting next week.

On a Clark/Johnson motion, the board voted unanimously to amend our policy, procedures and application as edited.

On a Clark/Warren motion, the board voted unanimously to approve license to sell and sample at the fall farmers market for Turtle Creek Winery, Still River Winery, and Travessia subject to completed application, payment of fee and in accordance with our policies and procedures.

BOARD OF SELECTMEN FIVE YEAR STRATEGIC PLAN & DISCUSSION ON HOW TO ORGANIZE FOR THE ALL BOARDS MEETING

Five Year Strategic Plan

Tim Bragan referenced the goals set at the Strategic Planning Session as a starting point. Bill Johnson distributed a spreadsheet he had prepared back in May as a guide for the board to build upon. Bragan wonders how the board wishes to integrate the plans submitted and how this will evolve at the All Boards meeting. Marie Sobalvarro and Tim Clark suggest adding all BOS goals for FY2012 to the spreadsheet so both documents are aligned. Johnson noted the BOS must maintain a balance between complying with legal responsibilities and serving as shepherds for the town facilitating the right discussions. Warren commented on the amount of goals listed for FY2012. Johnson reminded the members this is a living document which will be ever-changing but at the same time allows us to look ahead. Johnson asked the members to take some time to review the document and provide feedback to him. He will make revisions for further discussion at the September 20th meeting.

All Boards Meeting

Bill Johnson said he spoke with Tim Bragan about how to distribute the five year strategic plans and how to integrate them into an appropriate format for the All Boards meeting. Johnson suggested instead of integrating the plans now it may make sense to share the data in its raw unprocessed form. He suspects many of the plans submitted are subject to change once everyone has had an opportunity to view all the plans. It may be too early to integrate. Johnson understands the All Boards meeting to be primarily the Finance Committee laying out the process for the upcoming budget season. He envisions maybe a second meeting to discuss clear cross board opportunities/issues and determine if there is a need for coordination. A few examples he provided were the municipal building initiative, redevelopment of Vicksburg Square and budget process management. This meeting would allow an opportunity for group discussions to share opinions and ideas on cross board opportunities/issues. Tim Clark said it is important for us to think of a useful way to share the data. He agreed determining goals of similarity is an important first step to determining areas in need of attention. The board decided to distribute all plans submitted as is with the announcement of the All Boards meeting. Peter Warren said the Capital Planning & Investment Committee will review five year plans at their next meeting.

JBOS UPDATE

Vicksburg Square/Trinity Financial

Bill Johnson reported DEAT Chair Victor Normand came to share feedback DEAT received from questions asked of Trinity Financial. JBOS members were appreciative of the analysis and agreed with the findings due to their own independent investigations. Members expressed their concern the financial numbers show a large economic burden.

Transition Committee

Johnson reported the Town of Ayer did not vote in favor of committing their Town Administrator. Johnson reiterated Harvard's position that all towns must participate. Shirley is in favor of the committee so the members asked Ayer to revisit their vote. Johnson said a vote was taken to continue with the committee but he did not vote in favor. He said there continues to be confusion on what the committee will do. The board members agreed to begin a rotating schedule for attendance at the JBOS meetings. It is not necessary for all members to be in attendance but it is important we honor our commitment.

The meeting was adjourned at 9:30PM.

DOCUMENTS REFERENCED:

PLANNING BOARD APPOINTMENT – Maggie Green Volunteer form dated 5.31.2011

SPECIAL AUCTION PERMIT – permit application dated 8.30.2011

INTER-MUNICIPAL AGREEMENT/REGIONAL DISPATCH –no date

APPLICATIONS FOR CERTIFICATION OF AN AGRICULTURAL EVENT

FOR SALE OF WINE – MDAR approved applications from Travessia dated 8.30.2011
Still River Winery dated 8.19.2011 and Turtle Creek Winery dated 8.23.2011

BOARD OF SELECTMEN FIVE YEAR STRATEGIC PLAN – no date