



**Board of Selectmen
Minutes
Thursday, January 10, 2012 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 and Bill Johnson were all in attendance as well as the Town Administrator Tim Bragan and Executive Assistant Julie Doucet. Tim Clark did enter a few minutes after the start of the meeting

**LERNER LADDS BARTELS DESIGNER & MBC PRESENTATION
Selection of preferred designs for Town Hall & Hildreth House**

MBC Co-Chairs Pete Jackson and Wade Holtzman came forward. Jackson provided a brief update of the process thus far and said at this time the MBC is looking for the BOS to vote in support of the MBC proceeding with scheme 2. They will refine the scheme to be more in line with ideas discussed at the January 5th meeting. Bill Johnson asked if the schemes presented reflect input from Town Administrator Tim Bragan's discussion with Architect Drayton Fair. Bragan said he is scheduled to meet with Fair again and noted their discussion revolved around placement of spaces related to operations and workflow not on size. It was also noted Bragan had met with another architect from the firm in the very begin stages of the strategic design process. Jackson said the space requirements have not changed and the committee expects more refinements. Johnson was concerned over the large area designated on the second floor for town meeting space and adequate space for future growth. Jackson noted there is future office space on the first floor in scheme 2 and shared office space for part time employees is an option as well. Bragan added space designated for open work space could be utilized as office space in the future if needed. Architect Chris Ladd agreed with this stating the spaces have some flexibility to them. Johnson expressed his concern over the cost due to the design options being essentially the same as prepared prior. Why the increased cost? Peter Warren did not agree with Johnson stating the plan is different. Marie Sobalvarro said as the plans develop we will have a better idea of cost. She noted the whole reason for the MBC numbers is to allow for comparisons. The real numbers will be identified in February. Ron Ricci said this does not explain why the increase. Jackson said the cost per square foot is based on general numbers not specific to this building. Johnson said cost is a key piece to provide direction and guidance. He struggles with the plans proposed and how they related to the MBC mission to provide low cost options to accommodate town governance with longevity. He thinks it will be less expensive to just attach the elevator and stairs. Peter Warren said he was very happy with the consensus from the meeting last Thursday which included input from the Capital Planning and Investment Committee (CPIC) and is anxious to view a final plan incorporating schemes 1 & 2. He will not vote to endorse anything at this time. Jackson confirmed a vote was taken by the MBC to move in the direction of scheme 2 with an objective to a smaller scale version between schemes 1 & 2. Jackson assured Warren all staff will be accommodated. Warren said he will vote at the next meeting once he has viewed a revised sketch based on the meeting held with CPIC. Jackson understood and said the MBC is just interested in providing

further direction to the architects. Tim Clark views the layouts as a loose sketch now. He assumes they are not exact. Architect Chris Ladd confirmed this and added it not unusual for spaces to move around during the schematic design phase. Clark pointed out the big piece to be decided upon is the best way to accommodate the elevator and stairs. Do we want the addition to be slightly divided or attached? A greater sense of guidance is needed on this aspect. Ricci said he is willing to buy into the need for the addition but he is convinced there could be a more cost effective way to do this. He really would like to see the elevator located within the footprint. Ricci added it is his impression votes taken by the MBC may have been rushed not allowing enough time for the committee to thoroughly review the proposals. He said it is up to the committee to hash out the details and come up with an optimized plan. He added a motion was made at the MBC meeting earlier tonight to reconsider the recommendation. Marie Sobalvarro was confused by this as the committee reviewed the designs back on their meeting on December 24th. Sobalvarro stressed this vote is only to provide direction with details and numbers coming later. Johnson was adamant the best cost effective options have not been proposed and requested options eliminating the performance space on the second floor. Clark reminded the board members the BOS included specific timelines for the MBC to meet in their charge. He said it appears they are close but need more time and it is obvious the majority of BOS members are not ready to endorse the recommendation. Wade Holtzman said because three MBC members were not totally comfortable with the recommendation he did confirm a vote was taken to table the recommendation. He said some members had not had a chance to review floor plan and cost estimates prior to the presentation last week. Holtzman personally requested more time. Bragan clarified Johnson's request would be reducing the footprint of Town Hall which was not included in the Statement of Intent. He noted the statement includes expansion or within footprint not a reduction of. The board made several attempts at a motion. Clark said because the committee is so close instead of mandating them with an official vote let it be understood the objective is too accommodate affordably in a way that best serves the community. Clark asked how much time the MBC will need to come back with a firm recommendation. Jackson cautioned any delay to the critical path could have an impact on meeting the timeline for the Annual Town Meeting. Ricci said if we need more time to do this right then we should take the time we need. Jackson said it is the committee's intent to meet program needs in the most cost effective way. Finally, the following motion was made: On a Sobalvarro/Warren motion, the BOS voted to direct the MBC and architects to refine schemes 1 and 2 to scheme 1.4 and bring back for final review after fully vetted by the MBC. (Sobalvarro – Aye, Warren – Aye, Clark – Aye, Johnson – Nay, Ricci – Nay)

CANDIDATE INTERVIEWS FOR MUNICIPAL BUILDING COMMITTEE

Pete Jackson said at the earlier MBC meeting the committee voted unanimously to ask the BOS to maintain the committee at five members instead of increasing it to seven. He explained five members have been sufficient and to bring in other members now would only complicate the process. He said they will certainly utilize the volunteers throughout the process as needed. Warren agreed after last week's meeting it did appear the committee was working well together and it would be a mistake at this point to make any changes.

On a Ricci/Clark motion, the board voted unanimously to amend charter of the MBC to five voting members. At this point, Ron Ricci invited the candidates to come forward and introduce themselves. Marie Sobalvarro thanked them for coming out. Volunteers present: Bill Marinelli, Paul Green, John Lee, Rich Marcello, Glen Frederick.

ECONOMIC DEVELOPMENT COMMITTEE UPDATE

EDC members present: Rich Maiore, Elaine Lazarus, Jim Stevens

Planning Board members present: Michelle Catalina, Maggie Green, Kara Minar

EDC Chair Rich Maiore began the presentation by summarizing the progress thus far on initial priority tasks.

Tasks completed:

- Economic Target Area designation (ETA) completed bill pending.
- Public Outreach completed

Tasks ongoing:

- Research commercial district infrastructure issues to make recommendations to facilitate orderly and attractive growth – determined viability of link with Devens for water/sewer
- Conduct outreach to landowners, developers and prospective business to promote town's supportive posture and attract services the town desires – continue to conduct outreach to landowners, developers. Set to begin outreach to prospective businesses.
- Create communication strategy and channels to inform residents on EDC related developments – will provide update to residents in early January.

Member Jim Stevens reviewed their outreach to local businesses including methodology, questions and findings. Findings include: strong consensus that signage regulations need to be reviewed, review permitting process and address infrastructure. Stevens said there is a strong perception that the town is not “business friendly”. He also noted there was little interest in a Chamber of Commerce. Businesses are supportive of EDC efforts.

Recommendations

- Update current signage bylaws – work with Planning Board on this for ATM
- Review business development permitting process – create Guide for Doing Business
- Demonstrate support for local businesses – “Better businesses, Greater Good”
- Hire a Town Planner
- Develop a marketing plan – website – proactive outreach

Planning Board additions:

Consult with Conservation Commission as well regarding permit process.

Planner position is tied to land use boards

At this time, Sobalvarro made a motion to appoint Jim Stevens to the EDC to make his appointment official. She explained the original appointment was only made by the BOS but should have included the Planning Board as well.

By a roll call vote, the boards voted to appoint Jim Stevens to the EDC.
(Sobalvarro – Aye, Warren – Aye, Ricci – Aye, Johnson – Aye, Clark – Aye, Catalina – Aye, Minar – Aye, Green – Aye)

Maiore noted the aggressive goals the EDC has established and the importance of a full committee. He said they have two vacancies now and will work to get them filled. They have developed specific skill sets which will be advertised on the town website. With ATM quickly approaching, Sobalvarro asked the EDC and Planning Board when may be an appropriate time to meet again jointly. All parties agreed the first BOS meeting in March. PB Chair Minar said the Planning Board is working on two articles for the ATM: signage bylaw with EDC and affordable accessory apartments with the Municipal Affordable Housing Trust

TOWN ADMINISTRATOR REPORT

Tim Bragan informed the BOS he started the health insurance change process with a notice to all the unions. He explained once the Insurance Advisory Committee (IAC) meet they will provide a recommendation to the BOS. He will have an update at the next meeting.

Bragan reported a brush removal plan has not been established but the federal government has approved some funding.

LONG TERM FUNDING PLAN FOR CAPITAL

Marie Sobalvarro said she has been in communication with Chair George McKenna. He explained the committee needs to finish their review and will address the funding plan over the next six weeks. Sobalvarro expressed concern this is not being addressed sooner. Peter Warren, BOS liaison to CPIC, said this is an issue the committee is aware of and has been discussed and will continue to be. Sobalvarro said she is trying to inspire some urgency and concern there is no defined plan. Warren assured the BOS the committee is taking this seriously.

REVENUE GENERATING OPPORTUNIEIS

Chapter 138

The board agreed it made sense to investigate further the adoption of Chapter 138 in it's entirety. Sobalvarro will follow up on this for discussion at the January 17th meeting.

Local option meals tax

Marie Sobalvarro said the DOR estimates Harvard could generate \$1800 per month with this tax. Peter Warren noted at the last ATM it was voted by a large majority to not institute this tax. He is reluctant to consider this tax. Sobalvarro said she would investigate to see what surrounding communities are doing.

Bottle Bill

Ron Ricci asked if Sobalvarro would contact Representative Jen Benson to determine if a formal request has or could be made to recommend revenue from the Bottle Bill be returned to cities and towns.

MUNICIPAL FACILITY MANAGER UPDATE

Peter Warren invited fellow committee member Keith Cheveralls to come forward. Warren informed the BOS the building assessment report prepared by Galeota Associates has been completed and a copy is in the Selectmen's office. Warren explained the report highlights areas in need of immediate attention and areas in need of repairs or improvements related to safety. He said the committee has been developing a job description for a Municipal Facility manager and hope to finalize it on Thursday. Recently, the committee learned about a community innovation grant that could help the town fund this position for FY13. Cheveralls and Warren think this would be a great way to get the ball rolling. With assistance from Ann Pierce from MassDevelopment a draft grant proposal has been prepared. Warren explained two stipulations for consideration of the grant funding are the position must be included in the omnibus budget for FY13 and requires a vote of support by the BOS. The grant request will be awarded in the amount of \$55,630 and is funded for one year. The grant funding is available as a stepping stone for the town and if successful could be viewed as a model for other communities. Cheveralls explained a spreadsheet he created to summarize the report prepared by Galeota Associates. He broke the report down to highlight each building, areas in need (examples: structural, roofing, heating) and level of need using a numbering system. He noted at this time it is impossible to assess a cost to each item but direction to do this will be given when and if the position is approved and filled. Tim Clark asked if the Personnel Board has been involved yet. Warren said no but explained this will be the next step in this process. Warren acknowledged the grant request is forcing action quickly but the committee understand and intend to follow the appropriate process. On a Ricci/Clark motion, the board voted unanimously to authorize the Chair to sign and request job description is included in the FY13 omnibus budget. On a Clark/Warren motion, the board voted unanimously to request a letter of appreciation to be sent to Ann Pierce. Warren will draft.

SELECTMEN BUDGETS

The board asked a few questions of the Town Administrator. On a Ricci/Warren motion, the board voted unanimously to accept budgets as presented.

The meeting was adjourned at 10:01pm.

Documents referenced:

LERNER LADDS BARTELS DESIGNER & MBC PRESENTATION

Selection of preferred designs for Town Hall & Hildreth House – dated 1.5.2012

CANDIDATE INTERVIEWS FOR MUNICIPAL BUILDING COMMITTEE

Volunteer forms: Marinelli 12.22.2011, Lori Granville 12.22.2011, Paul Green 1.3.2012

John Lee 12.28.2011, Rich Marcello 12.28.2011, Glen Frederick 1.3.2012

ECONOMIC DEVELOPMENT COMMITTEE PRESENTATION –dated 1.10.2012