



**Board of Selectmen  
Minutes  
Tuesday, December 4, 2012 at 7:00pm  
Town Hall Meeting Room**

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

**CABLE COMMITTEE UPDATE - RELOCATION TO BROMFIELD SCHOOL**

Committee members Stu Sklar and Jonathan Williams were present to bring the BOS up to date on their progress thus far. Also present to show their support was School Committee members Patty Wenger and Kirsten Wright. Sklar reviewed the reasons relocation is important and a community wide “win win”. He said because this is a substantial investment which requires a clear understanding by both parties (school/cable) involved, that a Memorandum of Understanding (MOU) is being drafted. Sklar reported committee members visited several different facilities throughout Massachusetts. Their presentation included proposed exterior site and interior designs. Williams provided some insight on how the site changes were developed. The committee is hopeful to have the new facility operational by the fall of 2013. They also provided cost estimates and proposed funding sources.

Estimated costs for the project:

Interior Fit - up - \$69,000  
Exterior Site Work - \$39,000  
Station equipment and hookup - \$87,000  
Student workstations & software - \$18,000

Proposed funding sources:

BOS - \$69,000 for interior fit up (Rantoul Trust Fund)  
School - \$39,000 for site accessibility  
HCTV - \$87,000 for equipment and hookup  
Grants - \$4,500/year for student w/s

\* \$39,000 capital cost to taxpayers\*

School Committee member Kirsten Wright said the school and students are extremely excited about this endeavor. She said the proposed location will allow more accessibility to the studio for students and provide them with an authentic elective opportunity. Wright expressed the School Committees interest in providing students with the ability to become more involved with their community through cable programming. She said it is obvious the cable committee needs a home and we would love to provide this for them.

Marie Sobalvarro and Lucy Wallace expressed some concern over the proposed cost split between the school and town. Sklar reminded them this is just a proposal. He expects the amounts will change but at least this gives us a good starting point. The BOS members were supportive of the initiative but agreed a bit more tweaking on the funding part is necessary. Wallace suggested this be revisited at the first meeting in January.

### **COMMUNITY PRESERVATION COMMITTEE (CPC) APPOINTMENT**

Lucy Wallace confirmed volunteer forms were submitted by Leo Blair and Willie Wickman. Wallace invited Blair to come forward and explain why he is interested in serving on the CPC. Wickman was out of town but did provide a written statement read aloud by Wallace. After some discussion, Ron Ricci nominated Leo Blair for appointment and it was seconded by Bill Johnson. A roll call vote was taken:

Didi Chadran – Nay, Chris Ready – Nay, John Lee – Aye, Charlie Gorss – Nay, Michelle Catalina – Aye, Rhonda Sprague – Aye, Debbie Ricci – Aye, Tim Clark – Nay, Ron Ricci – Aye, Bill Johnson – Aye, Marie Sobalvarro – Nay, Lucy Wallace – Nay. The vote was 6 to 6 so no appointment was made. The BOS and CPC will revisit this appointment at the next BOS meeting.

### **PLANNER DISCUSSION**

Planning Board Chair Michelle Catalina was the only member of the Planning Board present. Catalina explained the board had requested feedback from all departments/boards/committees back in September on their possible needs related to the hiring of a town Planner. She had hoped to have more feedback from the BOS members. She created a pyramid diagram to show what they learned. Catalina said the Planning Board could certainly use the assistance of a Planner with writing decisions, bylaw changes and the Master Plan especially the Devens portion. She confirmed the Planning Board has voted in favor of pursuing the hiring of a full time Planner. She acknowledged a full time Planner may not be possible. Tim Clark said along with finalizing a job description we need to determine where in the administration the Planner will fall. Do they report directly to the Town Administrator or Planning Board? Catalina noted the salary range of someone with the experience and education necessary for Harvard would be in the \$50,000 to \$60,000 range. On a Johnson/Ricci motion, the board voted unanimously to endorse development of a proposal for a full time planner which includes a detailed job description and recommended reporting of management structure to be brought forward for the coming annual town meeting.

### **SOLAR PERMIT FEES**

Tim Clark presented the BOS with a revised fee schedule to accommodate permitting for solar photovoltaic panel systems over 10kw. He explained the reasoning behind the numbers and resources he used. He also said he reviewed his proposal with both the Electrical and Building Inspectors and they did not provide him with any objections. He noted throughout Massachusetts communities determine their fees in different ways. Clark explained our current method for calculating permit fees are either (i) a per square foot cost with a minimum inspection fee or (ii) a cost basis per \$1000 based upon total project cost (this varies for each type of project). He said other surrounding communities take similar fragmented approaches. As a result the fees either do not fully reflect the amount of effort involved in the inspection services that may be required to sufficiently inspect an installation or are overly onerous for the actual project being proposed.

Bill Johnson suggested that without hearing from the Building Inspector it is difficult to determine the amount of effort the permitting process entails. He also noted the inconsistency of waiving the Town/Inspector split on permit fees solely for small and medium scale solar arrays, and then reinstating them again for the large arrays. He wanted to see the fee split reinstated for fairness and consistency. Marie Sobalvarro added she would prefer hearing from the Building Inspector before approving any changes. Ron Ricci was in agreement with both Johnson and Sobalvarro. Ricci also stated as he has before if we are going to review changing any fees why are we not reviewing all instead of just solar. Tim Bragan said he can do this but it would take some time. The BOS decided they will need to discuss this further at their next meeting.

### **SELECTMEN UPDATES**

Capital plan – Marie Sobalvarro reported the combined calendar now includes the Capital Planning & Investment Committee. She said most of the capital requests have been reviewed and any questions related to the school requests are due tomorrow.

Great Elms – Ron Ricci reported back in November a representative from the Chelmsford Housing Authority had approached the Municipal Affordable Housing Trust with a proposed project to take over the Elms property on Stow Road. Ricci provided a copy of the proposed site plan for BOS members to view.

### **TOWN ADMINISTRATOR REPORT**

Tim Bragan informed the BOS of the state's \$250 million deficit which grew to \$540 million. Currently, the Governor is suggesting possible cuts to education, local aid and Council on Aging grants. He said this could affect us.

Bragan reported the tax rate has been set at \$16.68 per thousand up from \$16.24 last year.

Bragan updated the BOS on the town center sewer project. He said the repaired sand filter at the treatment plant has been installed and is up and running. A letter to DEP will be sent requesting permission to begin connections.

Bragan said the regional dispatch tower bid was completed earlier in the day. The lowest bid was \$269,000. He said due to the amount MassDevelopment will need to approve this at their next meeting.

Bragan informed the BOS he will be closing the town hall on Christmas Eve requiring all employees to use their PTO time.

The meeting was adjourned at 10:00PM.

Documents referenced:

**CABLE COM. UPDATE** – presentation dated 11.29.2012

**CPC APPOINTMENT** – Leo Blair volunteer form dated 10.18.2012

Willie Wickman volunteer form dated 11.19.2012

**SOLAR PERMIT FEES** – letter dated 11.29.2012 & spreadsheet dated 11.24.2012