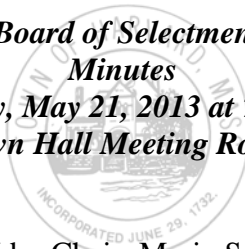


**Board of Selectmen**  
**Minutes**  
**Tuesday, May 21, 2013 at 7:00PM**  
**Town Hall Meeting Room**



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

**MINUTES**

On Ricci/Sklar motion, the board voted unanimously to approve the minutes of 5/7, as presented. The minutes from 4/6 will be approved at the next meeting.

**INTRODUCTION & APPOINTMENTS FOR FINANCE DEPARTMENT**

Finance Director Lorraine Leonard announced the Finance Dept. Receptionist position will be filled by Harvard resident Maureen Lemieux. She said after first and second interviews were conducted Lemieux's customer service and accounting background made it apparent she was the perfect fit for the position. Marie Sobalvarro said she also met with Lemieux and added she has served as coordinator for the annual fun fair held at the school.

Next, Leonard introduced Tammy Coller from Orange, Ma for appointment as Treasurer/Tax Collector. Leonard said Coller's experience as Treasurer and in Human Resources meets the qualifications for this position. Leonard was also encouraged by her knowledge in accounting and with our accounting software Munis. She said Coller has come highly recommended.

Tammy Coller thanked the board for this opportunity. She said she has 7 years of experience serving as a Treasurer. She has also worked as an Accountant for the Town of Ashburnham where she worked with Munis. Currently, she is working in Human Resources handling payroll using Munis. She described herself as a quick learner and proficient in all Microsoft applications. She has been a life long resident of Orange, Ma.

On a Blair/Ricci motion, the board voted unanimously to appoint Maureen Lemieux as Finance Dept. Receptionist/Assistant and Tammy Coller as Treasurer/Tax Collector.

**TOWN ADMINISTRATOR REPORT**

Tim Bragan reported a number of dead fish have been found on the shores and in the water at Bare Hill Pond. He said the Board of Health, Bare Hill Pond Watershed Management Committee and Park & Recreation have been informed of the situation. The Board of Health has taken water samples for testing.

Bragan said he has received feedback from the Cable Committee regarding the best way to support live broadcast and recording of meetings during the town hall renovation. He said the committee feels the best location for this will be in Volunteer's Hall. Marie Sobalvarro said the Library Trustees have made a generous offer to accommodate the BOS meetings', keeping in mind the building closes at 9pm. She also commented on the ability to tape meetings at the Appleworks building but there would be a delay in airing of the meetings. Bragan said this will be an issue the BOS will need to make a decision on. Sobalvarro said the Library Trustees are scheduled to meet on June 3<sup>rd</sup>.

### *Devens Policing contract*

Police Chief Ed Denmark asked the BOS to take a vote authorizing the Town Administrator and the Police Chief to respond to the Request for Proposals (RFP) from MassDevelopment. He said they are required to provide approval in writing allowing them to submit an application. On a Ricci/Blair motion, the board voted unanimously to allow Tim Bragan or Chief Ed Denmark to submit application in response to the RFP for proposal on Devens policing.

Chief Denmark said in order for Harvard to bid on the police contract at Devens we must be a member of the Central Mass Law Enforcement Council (CEMLEC). He said we have participated and paid dues each year to be included in the council but it appears an official vote was never taken by the BOS. On a Blair/Sklar motion, the board voted unanimously to formally join CEMLEC.

Ron Ricci asked for a timeline on the RFP process. Chief Denmark explained initial questions were due by May 17<sup>th</sup>. He said once the questions are answered our proposal can be completed. The deadline is June 28<sup>th</sup>. He expects finalists to be announced on August 9<sup>th</sup> and a decision to be made by the beginning of September. Chief Denmark wishes to prepare a proposal Devens residents will be satisfied with so they will be soliciting input from residents. He will have a draft of the proposal distributed to the BOS on June 4<sup>th</sup> for finalization at the June 18<sup>th</sup> meeting during executive session.

### **LONGBOARDING EVENT – AUG. 17 & 18**

Chief Denmark said he has been working with event coordinator Mike Girard on an expanded scope for the event this year. Denmark commented on the great job Girard has done over the past few years in addressing any issues that came up. He fully endorses the expansion of the event from one day to two and invited Girard to come forward and explain the details of the two day event.

Girard described the event as a grass routes initiative mainly consisting of a small riding group which has consistently grown over the past few years. He said the event is now considered essential for Longboarding in the Northeast. He explained expanding the event to two days will allow the event to be better controlled providing improved safety. He intends on holding the races on the first day (Old Littleton Road) and the slide jam on the second day (Old Schoolhouse Road). Girard assured the board he will take comprehensive safety precautions and visit all residents on Old Schoolhouse as he has done in the past with residents on Old Littleton Road. On a Ricci/Blair motion, the board voted unanimously to approve the 4<sup>th</sup> annual Longboarding event for Aug 17 & 18.

Bragan reported on the annual Memorial Day parade and ceremonies.

Bragan asked the BOS members to provide him with items for the Strategic Planning Session by Wednesday, May 22<sup>nd</sup>.

Bragan asked the board to take a vote officially issuing the Shaker Hills Country Club liquor license. He explained once we receive approval from the ABCC board members can come in to sign the actual license. On Ricci/Blair motion, the board voted unanimously to approve issuance of the liquor license for Shaker Hills Country Club pending ABCC approval.

### **APPOINTMENT – TOWN HALL BUILDING COMMITTEE**

Tim Clark was present to explain why he is interested in serving on the committee. He said with the project at a critical point he feels his background in architecture and his knowledge of the project thus far from serving as BOS liaison will be beneficial. He is interested in assisting with necessary fundraising efforts as well.

Leo Blair was delighted Tim Clark had put forth his name for appointment. He felt his attention to detail will be a great asset to the committee. Ron Ricci asked Clark how he would handle delays with the project, issues related to the layout of office space and storage of the fire boat as well as the Historic Commissions displeasure over the appearance of large glass windows in the front of the building. Clark said the committee has been discussing these issues and working with the architects to develop a path that will satisfy everyone.

On a Sklar/Blair motion, the board voted unanimously to appoint Tim Clark to the Town Hall Building Committee with a term expiring in June 2014.

### **ANNUAL APPOINTMENTS**

Marie Sobalvarro asked residents to take some time to review the list of openings on the town website.

### **FIRE DEPARTMENT DONATION**

On a Ricci/Sklar motion, the board voted unanimously to accept the donation of a computer from resident Robert Curran.

### **GINNY THURSTON SCHOLARSHIP**

On a Blair/Ricci motion, the board voted unanimously to approve the recipient chosen for the Ginny Thurston Scholarship. The board agreed to allow Stu Sklar to explore fundraising ideas to replenish the scholarship amount.

### **JBOS**

Marie Sobalvarro asked which board members were planning to attend the Thursday JBOS meeting. Sklar and Blair planned to attend but Ricci would not be able too. Blair suggested they go and primarily listen.

### **SPECIAL STATE ELECTION**

On a Ricci/Sklar motion, the board voted unanimously to endorse the warrant for the special state election.

### **STRATEGIC PLANNING SESSION**

Marie Sobalvarro asked the board members to provide the Town Administrator with the goals they want to achieve over the next year. The board decided to come away from the June 4<sup>th</sup> meeting with three to five specific goals to accomplish over the next year.

The meeting was adjourned at 8:09PM.

Documents referenced:

**APPOINTMENTS FOR FINANCE DEPARTMENT** – Coller cover letter resume dated 5.9.2013 & Lemieux cover letter & resume dated 5.15.2013

**APPOINTMENT – TOWN HALL BUILDING COMMITTEE** – Tim Clark volunteer form dated 5.1.2013