



**Board of Selectmen
Minutes
Tuesday, August 20, 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 Stu Sklar, Ron Ricci, Lucy Wallace and Leo Blair were all in attendance as well as the Town Administrator Tim Bragan.

MINUTES

On a Wallace/Sklar motion, the board voted unanimously to approve the minutes of 7/30, as amended.

FUNDRAISING UPDATES

Hildreth House

Hildreth House Improvement Committee members Connie Larrabee and Ann Taylor were present to report on fundraising efforts. Taylor explained even though fundraising is not included in the HHIC's charge they are well aware of the importance of private fundraising. She said the committee has worked hard to cut costs and minimize the project's impact on taxpayers. They have also tried to identify items that could be easily funded privately. She explained the HHIC will apply for Community Preservation funds to replace windows at Hildreth House and to adjust the level of the porch so that all entrances are wheelchair accessible. They have also begun working with the Energy Advisory Committee to identify possible grant funding for energy improvements. She said herself; Pat Jennings and resident Pat White have begun organizing a fundraising campaign under the umbrella of the Friends of the COA. Taylor announced the fundraising goal to be \$500,000. She indicated they will need help with researching and writing of grants and identifying large donors. They will also investigate the use of social media as a tool.

Upper Town Hall

Resident Mary Vesenka Turner came forward to say she has offered to lead the fundraising effort but has yet to be approached about the details. Marie Sobalvarro confirmed Town Hall Building Committee member Tim Clark has been tasked with leading the fundraising efforts and an account has already been established for donations. Vesenka said now that the path forward on the project is clearer, she along with many other residents are very interested in getting the fundraising efforts underway. She asked how the BOS envision this effort moving forward. Sobalvarro suggested establishing a goal starting with the cost for wiring which was initially slated to be funded through private donations and she mentioned needs related to the piano currently housed on the second floor of town hall.

CABLE STUDIO UPDATE

Access Coordinator Robert Fernandez and committee member Jonathan Williams were both present. Marie Sobalvarro explained the interest in getting an update came about due to the beginning of the school year quickly approaching with parents and staff wondering about the status of the paving and earth removal. Williams said it has been an amazing eight months with so many people pitching in on the project. He reviewed what has been done so far in the interior as well as on the exterior. They also had some pictures of the progress. Williams expects the retaining wall and most of the outside work to be done by the end of September. He said the school department is aware of the timeline and are comfortable with it. Sobalvarro asked if a paving provider had been selected yet and Lucy Wallace noted that the Planning Board may need to weigh in on the changes to the drop-off area. Williams said the drop-off area was modified to accommodate ADA compliance. Leo Blair was skeptical the Planning Board had any jurisdiction over this change. Williams was open to consulting with them and reiterated that they would get all necessary permits. Stu Sklar asked how many areas in the school they would now be able to broadcast live from. Fernandez confirmed the auditorium, cafeteria, gymnasium and the studio. Sobalvarro asked how the committee was doing on their budget. Williams said they have been able to stay within their budget but it has been tight. They are very grateful for all the volunteers who have helped. Resident Bill Johnson has been assisting the committee with this project and added National Grid had more work than expected but stayed to a cost the committee could support. Town Administrator Tim Bragan said he understood the paving and landscaping will be done once the wall is complete. He asked DPW Director if a private company would be doing the paving. Nota said he could put the job out to bid once he knew where the funds would be coming from. Johnson said there is money specific in the budget for the paving. Sobalvarro asked if the DPW would be doing the backfill and Nota answered yes but did indicate the other projects his department has that may need to be put on hold. Sobalvarro suggested they discuss this further during his review of the roadway program later on the agenda. The committee will have a grand opening once the studio is complete. Administrator Bragan inquired in to the exterior lighting confirming that the lighting conforms to the town bylaw regulations.

ROADWAY MANAGEMENT PROGRAM

5 Year Road Plan

DPW Director Rich Nota gave a detailed as possible report on his 5 Year Road Way Program to the Board of Selectmen. Nota explained that he made a decision to include Ayer Road from Route 2 to the Ayer town line, with the approval of the Select Board, for safety purposes. Currently they are testing for ledge on the Littleton County Road area, checking for potential increase of budget. Lucy Wallace questioned Nota regarding the old trees lining Whitney Lane Farm, asking that he take great pains to protecting the trees and the roots. Nota explained that that the road repairs are his first priority and would be treating and stabilizing the roads with a stone seal at the cost of 1/5 of paving with hopes of paving the roads 5 years out.

Cable Studio Project

Nota brought up the cable studio project and his intentions to help out on the project as much as possible with the understanding from the Select board that he would be pulling his resources from other projects to meet the demands of the cable studio project. The Board discussed the repercussions of the DPW spending time and labor on the cable project and how it affects the studio building budget if the DPW was unable to perform the work. Administrator Bragan confirms that the studio budget was based on help from the DPW performing some of the work. The Board asked how they could assist the DPW with Leo Blair suggesting that the Board go to the Finance Committee asking for additional funds so that Nota can contract out some of the work. Nota stated that he would be more comfortable with additional funds allowing him to meet the needs of everyone. The Board agreed the DPW crew should not be used for the paving work and that Nota's first priority was completion of work as scheduled on his 5 year plan.

The Board thanked Nota for his report and updates. Stu Sklar made the motion to approve the 5 year plan submitted by Nota, 2nd by Leo Blair. All in favor.

PUBLIC COMMUNICATIONS

No one present for discussion

TOWN ADMINISTRATOR REPORT

Prior Year Bill

Administrator Bragan brought to the Board's attention a prior year bill of \$478.14 that has not paid for the printing of the town warrant for town meeting. He purposed paying the bill out of the Rantoule Trust, to be reimbursed with a town meeting vote at the special town meeting. Ron Ricci made the motion to pay the bill out of the trust, going to town meeting for reimbursement, 2nd by Leo Blair. All in favor.

Bids

Bragan updated the Select Board on the bid process for the town hall project, reminding them that the bids are due Thursday at 2:00 PM. Results from the bids can be found on the website www.projectdog.com. He discussed the process on removing the surplus from the town hall, first offering to departments in town then selling what was left via auction. Anything under a \$50 value can be disposed of if not sold.

Vacancy

Bragan pointed out that Julie Doucet was out on maternity leave and the position will be filled by Donna Salluce on a part time basis.

The next scheduled meetings for the Board of Selectmen will be September 10th, 24th and October 1st.

ACTION ITEMS

Community Solar

Bragan gave a brief clarification on the legislation for the Community Solar project and informed the Select Board if passed there would be no PILOT.

Fall Festival

On a Ron Ricci/Leo Blair motion the Board voted approve the Fall Festival Entertainment License for the Lions Club for September 14th and 15th for 10AM to 10PM on Saturday and 10AM to 4PM on Sunday.

Fraud Policy

On a Wallace/Blair motion the Board voted to adopt the Fraud Policy dated August 20, 2013.

Appointments

On a Blair/Wallace motion the Board voted to appoint 4 Reserve Officers submitted by Chief Denmark contingent on them passing physical and psychological exams.

Resignation

On a Wallace/Ricci motion the Board voted to accent the resignation of John Lee from the Parks and Recreation Commission and to send out a letter of appreciation for the years served. The Board asked that the vacancy be posted soliciting for a replacement to fill the position until town election.

P Cards

Administrator Bragan explained the concept on the P Card, authorizing certain individuals to use the card for a day to purchase materials for the town instead of using their personal cards. Bragan confirmed that the use of the cards meets legal regulations and a list of cards and carriers would be kept for security reasons. On a Wallace/Sklar motion the Board voted to approve the use of P Cards.

Change of Alternate to MNHG

On a Sklar/Wallace motion the Board voted to approve the change of alternate to the Minuteman Nashoba Health Group Board from Tim Bragan to Treasurer/Tax Collector Tammy Coller. Bragan informed the Board that Tammy Coller had experience with the group and was willing to serve.

ADOURNMENT

On a Sklar/Wallace motion the Board voted to adjourn at 8:10 PM.

Respectfully Submitted