



**Board of Selectmen
Minutes
Monday, November 18, 2014 at 7:00pm
Town Hall Meeting Room**

The meeting was called to order at 7:00PM by Chair, Stu Sklar in the Town Hall Meeting Room. Selectmen Ron Ricci, Lucy Wallace, Ken Swanton and Leo Blair were present along with Executive Assistant Julie Doucet.

AMBULANCE

Director Steve Beckman introduced Alex Calderwood for appointment to the squad. Calderwood grew up in town and now lives in Cambridge. He is in town two days a week and is very interested in serving on the squad. Beckman outlined his credentials. On a Wallace/Blair motion, the board voted unanimously to appoint Alex Calderwood to the Ambulance Squad.

Additionally, Beckman took this opportunity to speak to the board about making a change within the squad. He explained due to increased responsibilities for him at work and home he is interested in creating a Co-Director position. Beckman said the proposal was discussed at the squad's business meeting last night. He was happy to report the squad voted unanimously in favor of forming a co-directorship and for Jason Cotting to take on this role. The board asked a few questions on how responsibilities will be shared and if the change will be reflected in their policies and procedures.

On a Wallace/Blair motion, the board voted unanimously to recognize a co-directorship. On a Wallace/Blair motion, the board voted unanimously to appoint Jason Cotting as Co-Director along with Steve Beckman.

DEPARTMENT BUDGET REVIEWS

Finance Department – Finance Director Lorraine Leonard

Leonard said her expense budget is basically level funded except for contractual increases. She gave a brief explanation to each category under expenses which covers mapping, deeds & abstract, banking services, employee training, office supplies and technology. Ken Swanton asked a couple of questions on the benefit spreadsheet. Leonard explained the percentages used thus far are conservative estimates with actual numbers expected a bit later in the budget process.

Police Department - Chief Ed Denmark

Denmark said his personnel budget only includes step increases. He stated the police contract is still in negotiations. Within his expense budget, the Chief increased the uniform line item by \$3,000 to outfit a new officer and operations by \$4,050 to replace thermostats.

Council on Aging – Director Debbie Thompson

Thompson is presenting a level services budget as requested by the Finance Committee. However, she is interested in changing the grade level for their receptionist/dispatcher position. Thompson gathered data from other communities to support her case in making this change. She will be meeting with the Personnel Board this week. Thompson explained a majority of this position is funded by MART therefore she has informed them of her interest in making this change. She did complete maintenance request forms for repair of the ceiling on the 3rd floor, insulation of 19 windows and minor repairs to the sink in upstairs bathroom.

Leo Blair asked Thompson if she did not have to present a level funded budget and could request what she really needs to run her department what would that be. Thompson described her greatest need to be with outreach. She would love to add hours to the existing outreach position bringing it to full time or add another part time coordinator. Ron Ricci asked Thompson to provide the board with the number of active cases so the board can better understand the need. Blair said if there is data to support increased personnel for outreach it is important we consider it. Stu Sklar asked Thompson to follow up with the data and attend the December 2nd meeting for further discussion.

Department of Public Works – Director Rich Nota

Nota began by presenting a level funded expense budget and noted a savings due to the new solid waste contract. He said his personnel budget includes step increases.

He reviewed modest changes to his building maintenance, vehicle expenses, clothing/safety equipment, road maintenance materials, painting lines and highway fuel. He did note the clothing/safety equipment increased by \$1,000 to cover the cost of additional clothing allowance included in the recently approved contract with the employees union. With the solid waste collection and disposal section, Nota made a small increase to repairs/maintenance for compactors. He said the trucking line item was increased to reflect cost related to the new three year contract. He was pleased to report a substantial savings with the new three year trash tipping fees for solid waste. He was able to reduce the construction debris line item due to reduced usage.

Leo Blair brought up a discussion which took place at a recent Capital Planning and Investment Committee meeting on what authority department heads have over their recurring capital accounts. He said this came about due to a request from Nota about using this account to replace his front end loader. Nota explained he does not expect other equipment upgrades this year and is requesting use of this account to fund the purchase of a new front end loader within the budget instead of through capital. He explained the machine they have now is twenty years old and has been used for some large projects over the years. He came across an opportunity for a new machine which is for sale for \$10,000 less than the state contract. He said the department was able to demo the machine and it is a perfect size for what they need. Nota feels this piece of equipment makes a lot of sense for his department at this time however he did admit it has not been on his plan in recent years. Blair asked the board to consider authorizing this purchase for

Nota so CPIC would feel more comfortable with it. He explained the committee was reluctant to consider the request because it was not included on previous capital plans and Nota was not following protocol. Ron Ricci was reluctant because this would circumvent the capital process. Blair does not understand why if the funds were approved with the FY15 budget Nota as the department head does not have the discretion over his recurring capital account to do what in his professional opinion is best for his department. Ricci said going about it this way really undermines the system in place and is a bad precedent to set. He suggested Nota review the request again with capital. In this case, Bragan said Nota understands he is not following the right process however it appears to be an opportunity he does not want to miss. Nota feels it is a good business decision. Lucy Wallace said given the funds are in the budget and considering the reasons given by Nota she made the following motion:

On a Wallace/Sklar motion, the board voted to support Nota's proposal for purchase of a front end loader. (Ricci – Nay, Swanton – Abstain)

STATEMENT OF INTEREST – HES K-WING

School Committee Chair Susanmary Redinger and Superintendent Linda Dwight were present to ask the Selectmen for their vote in support of the School Committee submitting a Statement of Interest to the Massachusetts School Building Authority (MSBA) for the renovation or rebuild of the K-Wing at the Hildreth Elementary School. Redinger reminded the board there have been issues with the k-wing dating back to the 1950's. She distributed an executive summary prepared by Blackstone Block Architects on an investigation and assessment they did recommending the k-wing be renovated along with remediation of the mold issues. Dwight and Redinger explained the required vote does not obligate the town to do anything but will allow the project to be considered by the MSBA with statements due in January hence the reason why they are requesting a vote from the Selectmen now. Dwight explained projects will be reviewed with decisions being made next fall. Based on discussions with the MSBA, she and Finance Director Lorraine Leonard are confident the project will be in contention due to the safety and ADA compliance issues. Redinger said at the Board of Health (BOH) meeting earlier that night they unanimously agreed there is no need for further study on the mold. They felt money would be better spent at the end of the project to be certain further problems are not caused and air quality continues to be good. She also said the BOH urged the School Committee to move forward with the Statement of Interest. Ron Ricci would not vote on the request until he has an opportunity to review the Blackstone report in its entirety and talk with the Board of Health. It was decided the vote would take place at the December 2nd meeting.

TOWN ADMINISTRATOR REPORT

Tim Bragan said CPIC asked him to confirm with the board if they should be considering the entire Hildreth House project or just phase one. Blair reviewed the vote taken by the board at their previous meeting which referred to only phase 1. Blair said phase 2 was deferred so other funding options can be considered. The board agreed CPIC should anticipate the project in the long term.

Bragan reported the Town Hall Construction Committee had their first meeting and voted Rick Maiore as Chair and Jack Guswa as Vice Chair. They have not set a regular meeting schedule but will meet again on Monday, November 24th at 7:30am to go over the design drawings with the architect. He confirmed the OPM applications are due back on Monday, December 1st. He asked the board to consider meeting some time the week of December 8th if the committee finishes sooner and is ready to give a recommendation for an OPM.

Bragan said he is aware a shortfall has been reported with the state budget but he is not concerned at this time. He does not expect it to affect local aid but if anything changes he will bring it to the board.

Bragan informed the board the town hall will be closed on the Fridays after Thanksgiving, Christmas Day and New Year's Day. Employees will use their PTO time.

Bragan recognized the retirements of Bob Melvin and Joe Canole from the Department of Public Works.

ELECTION SYSTEMS & SOFTWARE'S DS200 OPTICAL SCAN VOTING MACHINE

On a Wallace/Swanton motion, the board voted unanimously to approve the purchase of Election Systems & Software's DS200 Optical Scan Voting Machine to be used by the Town of Harvard starting at the spring 2015 Town Election.

On a Wallace/Swanton motion, the board voted unanimously to approve the discontinuance of the current Optec IIP Eagle machine prior to the spring 2015 Town Election.

WATER SYSTEM STUDY COMMITTEE

The board agreed the committee should consist of three members with one being a commissioner and two members from the public. On a Ricci/Blair motion, the board voted unanimously to approve the charge.

DISCUSS PUBLIC COMMUNICATION

The board discussed making changes to the public communication portion of the meeting. Some members thought it may be nice to offer the public more interaction with the board. They discussed pros and cons to making this change and different ways to structure that portion of the meeting such as when to have it (beginning or end) and the importance of having a set time limit. Sklar took all feedback into consideration and will try having a public input section at the meetings and see how it goes. Lucy Wallace said we can also encourage members of the public to contact the Selectmen's office if there is a topic they are interested in discussing for inclusion on an agenda.

JBOS UPDATE

Sklar and Blair reported at the last JBOS meeting the Super Town Meeting was discussed. Blair said there was no evidence Shirley is interested in leaving the DREZ but they do have strong community support for the village growth district which is one of the zoning changes being proposed by MassDevelopment. Blair said they discussed the four proposed amendments and possibly holding three town meetings within 30 days of one another instead of having to have them all the same day and have the vote be an aggregate majority. Sklar suggested inviting Ed Starzec from MassDevelopment to come to the December 16th BOS meeting to review the proposal. They will discuss the language further at the December 18th JBOS meeting in preparation for a public forum to be held in January. Wallace and Ricci were perplexed by the process. They commented on MassDevelopment typically doing the outreach first and then language being finalized. Blair thought following a different process may work out better. Swanton was agreeable to the meetings on the 16th and 18th.

The meeting was adjourned at 10:15pm.

Documents referenced:

Budgets

Finance Department budget – dated 10.30.2014

Police Department budget – dated 11.4.2014

COA Department budget – dated 11.5.2014

DPW Department budget – dated 11.4.2014

K-Wing - description of vote – dated 11.4.2014

Election system – letter from Town Clerk dated 11.12.2014

Water System Study Committee draft charge – dated 11.18.2014