



**Board of Selectmen  
Minutes  
Tuesday, January 13, 2015 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 Lucy Wallace, Ron Ricci, Leo Blair and Ken Swanton were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

### **MINUTES**

On a Wallace/Blair motion, the board voted unanimously to accept the 12/2 minutes, as presented.

On a Wallace/Ricci motion, the board voted unanimously to accept the 12/9 minutes, as presented.

On a Wallace/Ricci motion, the board voted unanimously to accept the 12/16 minutes, as presented.

### **APPOINTMENTS**

#### *Historic Commission*

Commission Chair Joe Theriault introduced Wendy Eldredge for appointment as the Planning Board representative on the commission. He confirmed the Planning Board has unanimously voted in favor of her appointment. Eldredge took a few minutes to describe her background and why she is interested in serving on the commission. On a Ricci/Swanton motion, the board voted unanimously to appoint Wendy Eldredge to the Historical Commission with a term expiring in 2017.

#### *Ambulance Squad*

Co-Director Jason Cotting presented Tom Martin for appointment as EMT to the squad. He said Martin is new to town and is available to provide daytime coverage. They anticipate he will become a driver eventually. On a Wallace/Ricci motion, the board voted unanimously to appoint Tom Martin to the Ambulance Squad.

#### *Department of Public Works*

DPW Director Rich Nota introduced Craig Tiilikkala for appointment to the open truck driver/laborer position. Nota said his references said he is an excellent worker.

On a Ricci/Wallace motion, the board voted unanimously to appoint Craig Tiilikkala to the Department of Public Works.

#### *Cable Committee*

Committee member Bill Johnson introduced Koralia Franklin for appointment to the committee. He explained the committee is interested in engaging more with parents and students and feel Franklin will be a perfect fit in this area. The committee unanimously endorses her appointment. Franklin said she has two children who are very interested in video production which initially peaked her interest along with having an opportunity to meet new people in the community.

On a Wallace/Ricci motion, the board voted unanimously to appoint Koralia Franklin to the Cable Access Committee.

#### *Personnel Board*

Stu Sklar as a member of the Personnel Board introduced Library employee Jennifer Holmes for appointment as the employee representative on the Personnel Board. She is lives and works in town which is a requirement for the open position. On a Wallace/Ricci motion, the board voted unanimously to appoint Jennifer Holmes to the Personnel Board.

## **CONSERVATION RESTRICTION**

Conservation Trust member Peter Dorward attended the meeting. He explained the Selectmen previously approved conservation restrictions on the Lawton property (121 Old Littleton Road) parcels B & C and lot 2 which have now been approved by the state and will be recorded tomorrow. He explained the Conservation Commission recently determined that the appraised value of parcel A, which the Commission had agreed to purchase from the Trust may be less than the agreed upon purchase price of 4150,000. Therefore, an alternative plan was being proposed. He explained the Conservation Commission has agreed to buy the restrictions on lot 2 and parcels B & C provided they have an appraised valuation of \$150,000, and to accept the gift of parcel A from the Trust. The Trust will take over monitoring responsibilities. Conservation Commission Chair Paul Willard confirmed the Commission voted to accept the assignment of the restrictions on lot 2 and Parcels B & C and would enter into a memorandum of understanding with the Trust and the Commission will have accomplished the same outcome. Dorward said in the end we got to the same place but took a different path. He is asking the Selectmen to approve the assignment of restrictions on lot 2 parcels B & C contingent on valuation greater than \$150,000 and approve acceptance of the gift of parcel A.

On a Wallace/Blair motion, the board voted unanimously for the Town to accept assignment through the Commission of conservation restrictions on Lot 2 parcels B & C subject to appraisal of at least \$150,000 and MOU between Trust and Conservation Commission the T monitor restrictions.

On a Wallace/Ricci motion, the board voted unanimously to approve Conservation Commission acceptance of gift of parcel A.

On a Wallace/Blair motion, the board voted unanimously to sign Declaration and Reservation of Conservation Restriction on parcel A.

## **TOWN ADMINISTRATOR REPORT**

Bragan asked the board to sign the DPW union contract which they had approved back in October. He said two of the DPW employees have volunteered to serve on a Safety Committee.

The board decided on Tuesday, February 10<sup>th</sup> to hold a public hearing on the proposed MassDevelopment changes. They will hold the hearing in Volunteers Hall.

Bragan informed the board the new Governor has released additional Chapter 90 funds. He confirmed the town will receive \$170,000 for FY15.

Bragan said the Fire Department Pumper Truck is currently out of commission. The Fire Chief is working with the Finance and Capital Committees to determine if the truck should be replaced or repaired. He said they are leaning toward replacement. This will require a town meeting vote.

Bragan said the caucus date has been set for February 28<sup>th</sup> at 7pm in Town Hall Meeting Room.

Bragan announced monetary articles for the Annual Town Meeting are due by January 15<sup>th</sup> with all other articles due by February 2<sup>nd</sup>. All boards/committees have been notified.

Bragan said the Town Hall Construction Committee plans to attend the Selectmen's second meeting each month to provide their updates. During the updates they will seek clarification and input from the Selectmen. The committee will ask the Selectmen to approve a contractor in mid-March. Bragan said bid documents will go out by February 11<sup>th</sup>.

Bragan announced the Unitarian Universalist Church plans to hold their annual auction on March 14<sup>th</sup> and the gala on March 21<sup>st</sup>.

### **HILDRETH HOUSE FUNDING UPDATE**

Hildreth House Committee Co-Chair Connie Larrabee was present. Ken Swanton explained he has become more involved with the project through the Capital Planning and Investment Committee. Larrabee said the final design work has resulted in an invoice from GPR for \$1,322.50 and few other invoices are anticipated. The board members confirmed their previous vote to allow the Hildreth House Committee use of funds in the Rantoul Trust Fund up to \$25,000 for additional design work. Wallace confirmed there is \$27,000 left in the account.

### **EAGLE SCOUT PROCLAMATION**

On a Blair/Wallace motion, the board voted unanimously to endorse Eagle Scout Proclamation for Christopher Joel Melby.

### **ANNUAL LICENSES**

On a Wallace/Blair motion, the board voted unanimously to approve a used car license for Harvard Outdoor Power Equipment.

On a Wallace/Blair motion, the board voted unanimously to approve entertainment license for John Chapman.

### **POLICE CHIEF & FINANCE DIRECTOR CONTRACTS**

On a Wallace/Ricci motion, the board voted unanimously to approve contracts for the Police Chief and Finance Director.

### **EASEMENT FOR ST. BENEDICTS**

Ron Ricci remembered the board granting an easement a few years back to St. Benedicts when they installed subsurface water and sewer lines which required drilling under Still River Road. Ricci had spoken to Brother Anthony about the details and suggested the board ask Town Counsel to draft an easement which can be acted on at the Annual Town Meeting. On a Blair/Ricci motion, the board voted unanimously to direct the Town Administrator to take action necessary to draft warrant article for easement for directional drilling under route 110 for St. Benedicts.

### **PUBLIC COMMUNICATION**

Stu Sklar read aloud a memo from the Town Hall Construction Committee recommending the stage be removed from the second floor of the Town Hall. (See attachment A)

Stu Sklar asked if any other members of the public had comments on the second floor of the Town Hall.

Tim Clark, 114 Bolton Road, made the following points:

1. Plan 1B provides no back stage area or a proper proscenium opening at the stage and betrays the original intent to create a fully functioning community assembly space, especially as a performance facility.
2. The stage as presented is only functional as a raised platform and unsuitable for performances and limited to perhaps public speakers or small ensembles. The large structure could easily be replaced by movable and temporary platforms purchased or rented for functions after construction. Eliminating the stage as a structure would eliminate the need for a lift.
3. No accommodation appears to have been made for supplemental electrical services that would be needed for rental equipment for sound and lighting needed for special events. If it is intended to

use the space for community events, a minimum four 30Amp circuits should be provide distributed around the space.

4. Access to the community meeting room requires passage through the main assembly space which may cause the users of this space to disrupt the proceedings in the large hall if this room becomes dedicated to volunteer government offices and storage of their records.
5. Cost savings from not constructing the stage should be apportioned to a fully functioning elevator rather than a lift. The elevator serves more than just a means for handicap access, but rather aids in the shuttling of office equipment, files, rental equipment, chairs etc. No public building should be without a fully functioning elevator. Just contact the Congregational church as to why they chose to remove their lift and replace it with an elevator.
6. The office layout on the ground floor is inadequate to meet the needs of the staff and insufficient in providing small scale meeting space, the storage of files and permanent records. I would strongly recommend subdividing the second floor to provide adequate office space and variety of sizes of meeting rooms either using temporary or permanent partitions.

Paul Richards, 63 Westcott Road, expressed his concern about having a large space with inadequate meeting space. He suggested they look into movable walls. He also touched briefly on what he read in the newspaper about using blown in insulation. He asked if the OPM had weighed in on the vapor barrier. He also suggested the Town Hall Construction Committee take public comment and think about holding meetings when members of the public can attend.

Sklar clarified these type of details on the project are not being discussed tonight. Bragan said the Selectmen need to hear formal input from the construction committee before decisions are made. He said the committee will be making a report at the next Selectmen's meeting.

Leo Blair said it is problematic when this plays out in newspaper. He expected the discussion tonight to be on the second floor space only. He said it is helpful to go through the proper steps; input from the committee and then the Selectmen can make their decisions.

Town Hall Construction Committee Chair Rick Maiore reminded the public their charge does not allow them to seek public input without Selectmen permission first.

Billy Salter, 3 Elm Street, said public meetings allow reporters to be present and if the public wants to speak they should not be stopped.

Blair said they are happy to hear public input but he pointed out it is important for the Selectmen to follow the agenda items as listed so they are prepared and do not lose control of the process.

### **TOWN HALL SECOND FLOOR STAGE**

Stu Sklar first asked Bragan what the savings would be if the stage is removed from the construction budget. Bragan said the cost estimate for the stage is \$47,644. The board discussed how the space would look visually without the stage and options for renting platforms/temporary stage. Leo Blair said he felt comfortable based on input from the public and the Town Hall Construction Committee it is most prudent to eliminate the stage and visit moveable partitions. He is also interested in utilizing the savings for a bigger lift or maybe even an elevator. Ron Ricci agreed investment in a permanent stage will only interfere with our ability to create multiple meeting rooms. Ken Swanton was agreeable as well but is not sure what to do with the savings. Lucy Wallace and Stu Sklar agreed eliminating the stage makes sense allowing for greater flexibility in the future on how the space is used. On a Blair/Ricci motion, the board

voted unanimously to ask the Town Hall Construction Committee to instruct the architect to remove stage and lift from plan.

### **CABLE LICENSE RENEWAL**

Attorney Bill Solomon said the negotiations went very well. He provided the board with a summary of the changes. He commented on the efforts of Bill Johnson and Tim Bragan working toward a license with greater funding, protective on PEG, legal and financial interests. He did have once correction to section 10.1. He strongly recommended the board approve the 10 year license with new fiber video return. Cable Committee members Bill Johnson and Stephen Adrian confirmed the committee is good with the contract presented. On a Wallace/Ricci motion, the board voted unanimously to sign the cable television renewal license with Charter Communications including modification to section 10.1b

Documents referenced:

#### **Appointments:**

Historical Commission – volunteer form Eldredge date 11.19.2014

Cable Committee – volunteer form Franklin dated 12.30.2014

Personnel Board – volunteer form dated 1.6.2015

DPW – letter from Director dated 1.8.2015

#### **Conservation Restriction:**

Restriction dated 1.7.2015

Assignment dated 12.31.2014

#### **Cable License:**

Renewal dated 1.11.2015

Summary sheet dated 1.13.2015