



**Board of Selectmen
Minutes
Tuesday, January 5, 2016 at 7:00pm
Hapgood Meeting Room**

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

Department of Public Works appointment

On a Wallace/Swanton motion, the board voted unanimously to appoint Richard Carraba to the DPW as a truck driver/laborer.

Minutes

On a Wallace/Sklar motion, the board voted to approve the 12/15 minutes, as presented.
(4-1 – Blair, Nay)

Review of goals

Ricci reviewed the list of goals noting which ones have been accomplished and those still in process. The board members explained where they were on goals specific to them. Ricci and Sklar continue to work on traffic calming measures. Wallace will be meeting with the Town Clerk to discussing changing the position from elected to appointed. Swanton and Blair will give an update at the next meeting on outreach and review of all BoS appointed committees/boards. Wallace reported the Council on Aging has been attending Municipal Affordable Housing Trust meetings with respect to housing on the Hildreth House site. The Water & Sewer Commission has been consulted about town center sewer capacity. The commissioners will be invited to the next BoS meeting.

Public communication

James Breslauer, 130 Poor Farm Road, questioned committee chairs meeting and the working group set up by the Town Administrator stating as public bodies they do fall under the Open Meeting Law and should be posting agendas and preparing minutes. He quoted Mass General Law. Town Administrator Tim Bragan responded by explaining the four chairs meeting does not constitute a legal body. The chairs of these committees have met many times over the years. He also explained the BoS tasked him with organizing a working group of both town employees and residents to review possible Town Administrator/Manager change. He has the ability to utilize a working group to assist him in completing tasks.

James Pero, 43 Candleberry Lane, and his wife Beverly have lived in Harvard since the 1990's. He is employed as a private investigator and served as Constable for Somerville. They have since decided this position must be held by a resident. He explained why he is interested in serving as Constable and what having an appointed Constable would entail. He has spoken with current Constable Newman and has reached out to the Police Chief as well.

Town administrator report

Bragan reported an architect from LLB walked the old library on Monday. A report is expected in early February.

Bragan said advertising for the Finance Director position will happen soon with deadlines set in mid-February. He will ask the board to decide who will serve on the hiring committee at the next meeting.

Bragan confirmed the working group (town administrator/town manager) will have completed their work and a report will be prepared for the next meeting.

Meeting schedule changes

The Selectmen decided to change their next meeting in January from the 19th to the 26th and their February 16th meeting to the 23rd.

Resignations

Historical Commission/Board of Assessors

On a Blair/Swanton motion, the board voted unanimously to accept resignation of Joseph Theriault and send letter of thanks.

Devens Enterprise Commission

On a Blair/Sklar motion, the board voted unanimously to accept resignation of Eric Stoltzfus and send letter of thanks. Current Associate Duncan Chapman will fill in.

Harvard Cider Company Tastings

Bragan told the board they must formally recognize the cider company plans to allow tastings. On a Wallace/Blair motion, the board voted unanimously to recognize the Harvard Cider Company will hold tastings at their place of business.

Ron Ricci exited the meeting at 7:35pm. Lucy Wallace chaired the rest of the meeting.

Constable change

Sklar followed up on the earlier request from resident James Pero to consider asking the town to change the Constable from being elected to appointed. Sklar has done research and found out this had gone before the town years ago but failed. He supports Mr. Pero's request and asked his fellow board members to consider this for a warrant article at the ATM,

Special employee

Bragan explained the town hall receptionist also works at the school therefore she must be designated as a special employee. On a Sklar/Swanton motion, the board voted unanimously to appoint Caryl Browse as special employee.

Old library next steps

Wallace asked the board to consider appointing a subcommittee comprised of 2 BOS members, 1 Harvard Cultural Collaborative board member and 1 citizen at large - preferably an architect to investigate both the ramp and lift options, looking both at potential locations/design and cost, and then recommending to the BOS which would be the preferred option to take to the Architectural Access Board (AAB). Wallace has spoken with Blair who supports the concept. She is anxious to establish a plan for the old library once the town offices vacate the premises. Blair said considering the large amount of free cash it makes sense to finally address the accessibility issues in both the old library and Bromfield House then we can go to the town to decide the use. The sub-committee will define the scope of work with the assistance of an architect and report back to the BoS with options before going to the AAB.

On a Sklar/Blair motion, the board voted unanimously to form a subcommittee to address handicap accessibility issues in the old library and report back to the BoS. The subcommittee will consist of two members of the Selectmen, a local resident/architect and one member of the HCC.

On a Sklar/Swanton motion, the board voted unanimously to appoint Leo Blair and Lucy Wallace. The HCC representative and resident/architect can be appointed at the Board's next meeting.

Update on board chair discussions with respect to buildings and free cash

Finance Committee Chair Alice Von Loesecke, School Committee Chair Susan Mary Reddinger and CPIC Chair Debbie Ricci were in attendance. Ricci said they met in December and came up with some possible uses for the old library but were at a disadvantage not knowing the cost of required accessibility improvements. This exercise prompted them to review the debt schedule in relation to the building projects underway and on the horizon. They used this as a basis for their recommendation for use of the free cash. They talked about how best to manage the large capital projects admitting the scope of the k-wing project continues to be unknown. Reddinger reported no official letter has been received from the state but they expect to know more about the k-wing project this month. Wallace asked if they have done any further investigation on their options for the Bromfield House. They have consulted with a realtor to get an idea of sales price but have not investigated renovations to the building. She admitted they have been reluctant to spend money on a feasibility study before knowing for certain if the old library will go to the collaborative or not.

Free Cash

Von Loesecke provided a sequence of events that led up to their recommendation which began with a meeting set up by Bragan and Finance Director Lorraine Leonard informing them of the free cash number. They were asked to discuss ideas on preferences and best uses for the funds. They recommend the following:

- 700K to reduce the amount of Town Hall exempt debt bonds
- \$540K to the Capital Stabilization Fund for:
 - \$200K to pay off some existing debt funded by the Capital Fund
 - \$340k the minimum free cash projections for annual funding

- \$120k should be used for: Additional funding to reduce the exempt debt bonds for Town Hall, Additional funding for the Capital Fund or a contribution towards funding our OPEB liability provided our Town By-law will permit such use.

Von Loesecke confirmed the Finance Committee has not yet voted on the recommendation.

Selectmen reports

Swanton is helping Bragan with audio visual needs for the Town Hall. Bragan will have a proposal for the next meeting.

Wallace will be meeting with the Town Clerk later this week.

Sklar reported the cable committee has one more interview for the Station Manager position. They expect to make a recommendation this week.

**** On a Swanton motion, the Board voted unanimously by a roll call vote: (Wallace – Aye, Sklar – Aye, Blair – Aye, Swanton - Aye) to enter into executive session at 8:48pm, as authorized by Chapter 30A, Section 21.3 of the Massachusetts General Laws, at a meeting for which 48-hours' notice has been given, to discuss strategy with respect to collective bargaining or litigating position of the public body and the chair so declares. Following the executive session, the Board will reconvene into open session only to adjourn. ****

The meeting was adjourned at 9:00pm.

Documents referenced:

DPW appointment request letter – dated 12.29.2015

Resignation letters – Stoltzfus dated 12.11.2015 & Theriault dated 12.17.2015

Harvard Cider Company – letter dated 12.28.2015