



**Board of Selectmen
Minutes
Tuesday, August 9, 2016 at 7:00pm
Town Hall Meeting Room**

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

Minutes

On a Wallace/Sklar motion, the board voted unanimously to approve minutes of 7/12, as amended.

Appointments

Broadband Committee

Noyan Kinayman presented Matthew Caulfield for appointment. On a Ricci/Wallace motion, the board voted unanimously to appoint Matthew Caulfield to the Broadband Committee.

Council on Aging

Committee Chair Deb Thomson presented Frances Maiore and Victoria Hayao. Each candidate took a moment to describe their qualifications and express their interest in serving on the COA.

On a Ricci/Wallace motion, the board voted unanimously to appoint Victoria and Frances to the COA.

Cultural Council

Council member Debra Vanderwerf introduced Maren Caulfield for appointment to the council. Caulfield took a moment to express her interest in serving on the council. On a Wallace/Ricci motion, the board voted unanimously to appoint Maren Caulfield to the Cultural Council.

Historical Commission

Acting Chair Pam Marston introduced Steve Nigzus and George Triantaris for appointment. They are property owners within the historical district. Nigzus will fill the Board of Realtor vacancy and Triantaris will fill the Conservation Commission rep. vacancy. On a Ricci/Wallace motion, the board voted unanimously to appoint Nigzus and Triantaris to the commission.

War Monument Restoration Committee

Sklar said David Vannicola will be the rep. from the Historical Commission. He asked the board to waive their policy requiring new volunteers be present for their appointment. He explained resident Jon Schoenberg is interested in serving on the committee but could not be present. On a Ricci/Sklar motion, the board voted unanimously to waive the rules. On a Wallace/von Loesecke motion, the board voted unanimously to appoint Vannicola and Schoenberg.

Municipal Affordable Housing Trust

Von Loesecke has offered to serve on the trust to assist with their quorum issues.

On a Wallace/Sklar motion, the board voted unanimously to appoint von Loesecke.

Town Hall Construction Committee update

Members Rick Maiore and Connie Larrabee reported the Town Hall renovation project was completed within the confines of the contract. Maiore said the front door access issues have been resolved. They expect to come requesting final payments in September.

Maiore reported the Hildreth House contract has been awarded and the project is expected to take six months. They will provide an update at the second meeting in September.

On a Ricci/von Loesecke motion, the board voted unanimously to make the Hildreth House Improvement Committee consist of three members to be Rick Maiore, Connie Larrabee and Laura Andrews. This group needs to be reconstituted to approve spending of the CPA funds allocated to them for installation of windows at the Hildreth House. Larrabee explained the contractor will be paid to complete the installation of fourteen windows.

Maiore reported committee member Bill Barton has submitted his resignation. At this time they will not seek a replacement.

On a Wallace/Ricci motion, the board voted unanimously to pay \$86,802.000 the amount due to Classic Construction.

Discussion with Council on Aging and Friends of the COA

COA Chair Deb Thomson asked for this agenda topic as a follow up to the letter they sent to the BoS in May. They are seeking support, direction and leadership from the BoS on phase 2 of the Hildreth House renovation project. Tonight they are looking for a consensus from the BoS. They are also asking the BoS to consider the feasibility of moderate priced housing on the Hildreth House site. Connie Larrabee provided a timeline dating back to 2012 of events leading up to the accessibility improvements underway now at the Hildreth House. The Friends of the COA want to begin a capital campaign to raise private funds for phase 2 but are reluctant without a commitment from the BoS members to support the second phase of the project. Swanton noted the BoS goals for the upcoming year include investigation of moderate priced senior housing and calls for the Selectmen to update their position on phase 2. Wallace strongly encouraged her fellow members to support phase 2. Additionally, she asked them to consider using funds from the Rantoul Trust to have the cost estimates updated. Von Loesecke noted one of our goals for the year was to conduct a survey of needs. She is interested in receiving this data before voting on phase 2 however she is inclined to support funding to update the cost estimates. Wallace reported the COA is working on a survey as well. It was agreed that Van Loesecke and Wallace will work with the COA to develop a survey to fully understand senior population needs for the Hildreth House. Sklar understands the difficulty to raise private funds without more certainty. Ricci expects phase 2 could be different once the Hildreth House is back in use therefore he is not ready to take a vote at this time. Swanton reiterated investigation of moderately priced senior housing is a BoS goal for the coming year and in fact next month a committee will be established to work on this. Thomson is confident they will be able to assist in finding qualified volunteers to serve on the committee. Ricci said actions have already been taken with confirmation from the Water & Sewer Commission on sewer capacity. Wallace reported that the Planning Board is working on zoning to accommodate higher density housing on that site for consideration at the fall special town meeting.

After more discussion/debate, Wallace made a motion seconded by Sklar to support phase 2 as a way of completing the Hildreth House project. Ricci made a motion to table the motion due to not having adequate information to vote yes or no. (3-2, Ricci – Aye, Swanton – Aye, von Loesecke – Aye, Wallace – Nay, Sklar – Nay) On a Sklar/Wallace motion, the board voted to spend up to \$4,000 to update phase 2 estimates with the funding source to be the Rantoul Trust Fund. (3-2, Sklar – Aye, Wallace – Aye, von Loesecke – Aye, Ricci – Nay, Swanton – Nay)

Public communication

Janice Daley, 57 Brown Road, delivered a petition signed by 785 residents asking the Selectmen to preserve the old library building for community use. Those who signed the petition support the use of the old library as cultural and/or community center and request the Selectmen expedite the process of releasing a Request for Proposals (RFP) so that the structure does not stand vacant this winter. She explained the petition was created in response to delays in the process of repurposing the building and concern that the space could be removed from public access. Daley asked the board to consider voting on the RFP at their next meeting.

Energy Advisory committee

Presentation on community choice aggregation (CCA) & formation of municipal light plant (MLP)

Committee members Chris Roy and Brian Smith gave a presentation summarizing what a CCA and MLP are, the benefits, risks and next steps. The CCA option requires a vote of town meeting and will allow Harvard to secure a broker to develop the CCA plan. Passage of the article does not commit the town to anything it simply allows for further investigation. Roy explained formation of a new MLP requires a 2/3 majority vote at two town meetings within a twelve month period. As with the CCA passage of article does not commit the town to moving forward. The board members asked a few questions and decided to hold off on the MLP but will move forward with the CCA. Town Administrator Tim Bragan recommended placing an article on the fall town meeting for the CCA. On a Ricci/Sklar motion, the board voted unanimously to put the CCA on the next available town meeting ballot.

Mass Works application

Planning Board Chair Kara Minar and Planner Bill Scanlan explained the Planning Board agreed it would be worthwhile to submit a Mass Works application as an immediate follow-up from the plan developed by the Town Center Transportation Committee. The plan offers numerous suggestions to improve circulation in the center including parking and pedestrian recommendations. Minar noted the application deadline is September 2nd which is quickly approaching. This application would be the first step to make improvements in the town center. Scanlan will work to secure pro-bono work for the cost estimates required with submission of the application. Swanton asked if projects can be modified after the application is submitted. Scanlan said the scope must stay the same but they are open to guidance from the board.

The three project areas they are considering are:

- Area 1 includes the town center (Ayer Rd, Mass Ave, Still River Rd toward Fairbank St) sidewalks, improve parking at the General Store, crosswalks and handicapped ramps.
- Area 2 includes from the General Store down to the Bromfield School driveway; sidewalks and parking lane.
- Area 3 includes from the Bromfield driveway to Pond Road; sidewalks, parking lane and improvements at the library and Hildreth Elementary School

Von Loesecke asked if parking improvements near the old library could be added. She has safety concerns with that location. Due to the deadline being in a few weeks, Ricci suggested the board defer to the Planning Board with respect to the details. On a Wallace/Ricci motion, the board voted unanimously to proceed with application as suggested by Ricci and authorized the Chair to sign application.

Letter to Conservation Commission requesting land swap

On a Ricci/Sklar motion, the board voted unanimously to authorize the Chair to sign letter to the Conservation Commission. Ricci suggested the letter be delivered in conjunction with similar request letter from the Planning Board. Wallace asked when the owner of the Post Office property would be approached, as land would be taken. Ricci replied the first step is to get ConCom concurrence with a land swap.

Town Administrator Report

Bragan is working on allowing electronic payment for punch cards at the Transfer Station. Wallace suggested a similar system for the Beach.

Bragan reported the Department of Public Safety has changed their regulations on LuLa elevators requiring inspections every other year instead of every year.

Bragan reported the doors, sink and tub from the Hildreth House have been sold on a public auction site.

Bragan reported the updated website is on track to be up and running in mid-September.

Bragan encouraged the board members to review a recent email sent by MRPC regarding possible changes to the MPO planning process for the region and its member communities.

Bragan informed the board of the recent passage of the Governor's Modernization Act. He is reviewing the changes and pointed out a few that were of interest to the board.

Bragan reported the Collins Center has begun their departmental audit of the Fire and Ambulance Departments. Their report is expected in October.

Facility manager plan

Bragan informed the board DPW employee Larry Allard has been chosen to fulfil these duties. He will receive a stipend of \$5,600 per year in addition to his regular salary. Independent contracts for plumbing, HVAC, carpentry and electrical are being finalized. An inventory of the buildings will be created with the help of the DPW Director and Town Administrator. This will likely not be completed until the fall. They discussed how best to track the amount of time necessary for Allard to properly maintain the buildings. Ricci expects additional help may be needed. This goal will be moved out to October.

Assessor appointment

On a Wallace/von Loesecke motion, the board voted unanimously to extend term of Peter Warren on the Board of Assessors until replacement is found.

Devens ballot question

The board members made one revision. Swanton suggested the goal to develop a plan for public outreach be moved out to December. On a Ricci/Sklar motion, the board voted unanimously to include as ballot question on annual town election.

Fall Super town meeting preparations

The board members were agreeable to dates proposed by MassDevelopment to meet requirements for a Super Town Meeting on October 24th. The BoS will meet with MassDevelopment at their September 6th meeting and then hold a public hearing either during their meeting on September 20th or at around 6:30pm. Von Loesecke and Bragan will follow up with MassDevelopment to finalize hearing details.

Election officials

On a Wallace/Sklar motion, the board voted unanimously to appoint election officials for September 1, 2016 – August 31, 2017 as presented in memo by Town Clerk Janet Vellante dated August 3rd.

State Primary

On a Wallace/Sklar motion, the board voted unanimously to endorse the state primary to be held on September 8, 2016.

Old library accessibility update

Wallace said the sub-committee is meeting tomorrow and she will have an update at the next meeting.

Eagle Scout proclamation

On a Wallace/Ricci motion, the board voted unanimously to endorse Eagle Scout proclamation for Luca Basile.

Selectmen reports

Sklar reported five candidates for the Finance Director position will be interviewed tomorrow. They expect to narrow the candidates down to three.

Selectmen Goals

Swanton report he and von Loesecke are working on the property tax item and von Loesecke has an update for Sklar on the field sharing with MassDevelopment.

The meeting was adjourned at 9:55pm.

Documents referenced:

Vol Forms - Caulfield dated 6.14.2016, Hayao dated 7.7.2016, and Maiore dated 6.31.2016,
Nigzus & Triantaris dated 8.3.2016, M. Caulfield dated 7.6.2016,
Schoenberg dated 8.3.2016, von Loesecke dated 8.8.2016
THCC updated – dated 8.4.2016
COA & FCOA letter – dated 5.24.2016
CCA & MLP handout – dated 8.3.2016
Mass Works – memo dated 8.2.2016 & 2016 guidelines
Letter to Con Com – dated 8.9.2016 & letter from Bristol Traffic dated 6.18.2016 w/plan dated
7.18.2016
Facility Manager plan – dated 8.8.2016
Devens ballot question – dated 7.15.2016
Super Town Meeting – warrant language dated 7.27.2016, schedule for Oct 24, 2016,
overview of article dated 7.27.2016
Election officials – memo dated 8.4.2016
State Primary warrant – dated 7.14.2016
Eagle Scout proclamation request letter – dated 6.15.2016