Board of Selectmen
Minutes
December 6, 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 Ron Ricci, Stu Sklar, Lucy Wallace and Alice von Loesecke were in attendance as well as Town Administrator Tim Bragan.

Minutes
On a Wallace/Sklar motion, the board voted unanimously to approve minutes of 11/4, 11/15, and 11/21, as amended.

Finance Director Interviews
The Board of Selectmen and School Committee interviewed three candidates for the position:

- John Harris from the Town of Concord
- David Nalchajian from the Town of Newbury
- Fred Aponte Town of Harvard and Sterling

Each candidate was given a half an hour to introduce themselves, explain why they are interested in the position, describe their qualifications, answer questions and also ask questions. Following the interviews Town Administrator Tim Bragan reviewed the hiring process. He admitted Harris and Nalchajian both possess qualities that would allow them to be successful in the position. He also said offering current employee Aponte the opportunity to advance within the organization has to be considered. More discussion ensued amongst the committee and board members on the pros and cons to each candidate. Bragan along with Superintendent Linda Dwight recommended David Nalchajian for the position. Bragan confirmed former Finance Director Lorraine Leonard also recommends Nalchajian for the position. On a Sklar/Wallace motion, they voted by a roll call vote to extend offer to David Nalchajian and then to John Harris, Sklar – Aye, Wallace – Aye, von Loesecke – Aye, Swanton – Aye, Ricci – Aye, Reddinger – Aye. Traphagen - Aye.

Public communication
Laura Johnson, 72 Warren Ave, spoke about the proposed uses being considered for the old library. She is not speaking against the cultural collaborative but does speak supporting fiscal responsibility. She believes the rental amounts being considered are far below market rental rates. She also spoke about the issues that arose with previous renters. Johnson understands CASE has offered to pay a much higher amount and share in the cost for accessibility and other improvements. She urges the BoS to act fiscally responsible and make this a win/win for the town.

Bill Marinelli, 50 Stow Road, offered some suggested revisions to the verbiage in the draft Request for Proposals (RFP). He also echoes the comments made by Warren noting the rental amounts are extremely low. He is concerned these lower rental amounts will come in direct competition with space offered at the Harvard General Store or other commercial spaces in town. He also suggested some changes with respect to how the lease is renewed.

Deborah Skauen-Hinchcliffe, 221 Still River Road, said if the BoS does not decide to sell the old library then she encourages them to rent to the CASE Collaborative for $60,000 a year. She said an old saying is fool me once shame on you fool me twice shame on me but a third time would be worse.

Tom Philippou, 254 Stow Road, wondered if the BoS can justify losing a $150,000 in net proceeds over the course of 30 years?

Willie Wickman, 27 Willow Road, responded to previous comments made by Skauen-Hinchcliffe by declaring the initial Pilot Project was successful and she had resigned from the Center on the Common before they began failing. She said the Cultural Collaborative has a solid business plan.

Jack Spero, 22 Deerfoot Trail, echoed earlier statements. He has been a landlord in Ayer for over 30 years and rented smaller space for well over $6,000 a year. As a landlord he would never rent to a potential tenant with no money and no track record.

Pam Marston, 47 Madigan Lane, agrees with the others who spoke against the Cultural Collaborative and in favor of CASE Collaborative. She understands the School Committee is supportive of CASE and, therefore, why she is expressing her support.

Nashua River Study Status Report
Land Programs Director from the Nashua River Watershed Association Al Futterman came to give a status report on the work of the Nashua River Wild and Scenic Rivers Study Committee. He said the study was authorized congressionally to determine whether a river segment is eligible and suitable for designation. The committee with public input has three years to complete the study. A river management plan to protect and restore the outstanding resources of these rivers will be developed through this process. He said once a draft management plan is ready it will be shared with the town for feedback, followed by a vote of the board to put an article for endorsement of the management plan at the 2018 annual town meeting. Futterman confirmed there is no financial obligation to the towns involved and landowner rights will not be affected. Lucy Wallace serves as the rep. for Harvard and announced an alternate position is open if anyone is interested in participating in the monthly meetings.

Recognizes resignations
On a Ricci/Sklar motion, the board voted to accept resignations of Robert Capobianco from the ZBA, Pam Frederick from the CoA and Al Combs from the Town Hall & Hildreth House Construction Committee and Housing @ Hildreth House Committee and send letters of appreciation.

Appointments
By joint appointment with the Planning Board the following motions were made:
On a Wallace/Ricci motion, the boards appointed Rich Maiore as associate to Planning Board and Fran Nickerson as the Planning Board rep. to Housing @ Hildreth House Committee.

On a Ricci/Wallace motion, the board voted unanimously to appointment Ted Maxant to the open positon left by Capobianco.

Old library accessibility
Committee member Wendy Cote-Magan was present to review the estimate of $9,700 from LLB Architects on scheme 3. She said two other firms were contacted but could not meet the deadline. She said this step will allow us to take the conceptual design and develop a schematic plan and more refined cost estimate. The proposed work will include exterior accessibility by a restored front entrance and removal of the side entrance. Their estimate also includes meetings with the Building Inspector, Architectural Access Board and Historical Commission.
The board discussed how much to include in the reserve fund request to the Finance Committee if the improvements trigger additional costs such as sprinklers. Magan said the only additional costs that would be triggered are for fire protection. Von Loesecke said it is in the town's best interest to fully vet what improvements need to be done to the building. They asked Magan to follow up with LLB to find out how quickly they can get started and if they can include cost for sprinklers in the event they are triggered. On a Wallace/Sklar motion, the board voted unanimously to support request from LLB to ask Finance Committee for reserve fund transfer for $9,700.

Request for Proposals old library
The board members reviewed the draft document for accuracy. Wallace asked if the exact language from the deed about use restrictions should be included in the summary instead of just a reference to the deed. She stressed the importance of adhering to the restrictions in the deed.
On a Ricci/von Loesecke motion, the board voted to add language in accordance with attached deed after zip code in the summary. (4-1, Wallace – Nay)

They began discussing the rule of award. They debated the best way to rank the criteria and decided using a numbering system was appropriate. When reviewing #5 of the criteria, best price, they decided to include dollar amounts of 0-$500 as unacceptable, $501-$1,999 as advantageous and over $2,000 as highly advantageous. They could not decide if weighing the criteria was also necessary. Due to the late hour they decided to continue the meeting until Wednesday, December 7th at 5:00pm.

At 10:30pm the board voted unanimously to continue the meeting until Wednesday, December 7th at 5:00pm.

Continuation of meeting from Tuesday, December 6th
Wednesday, December 7, 2016 – 5:00pm in the Town Hall Meeting Room.

Request for Proposals old library
The board decided to not weigh the evaluation criteria in addition to the scoring method decided upon last night. Swanton suggested the board consider calling a Special Town Meeting allowing the town to decide the best use of the building. The other board members did not agree.

On a Wallace/Sklar motion, the board voted unanimously to include the language in Chapter 8 of the Chapter 30B Manual under rule of award: The most advantageous proposal from a responsive and responsible proposer, taking into consideration price and all other evaluation criteria set forth in this solicitation, will be selected.

The board members decided to hold an additional meeting on Tuesday, January 24th when they will review proposals.

Payment approvals
On a Wallace/Ricci motion, the board voted unanimously to approve payment #13 to GVW Construction in the amount of $69,373.75.

On a Wallace/Ricci motion, the board voted unanimously to approve payment #5 to Classic Construction in the amount of $101,380.

The meeting was adjourned at 7:00pm.

Documents referenced:
Finance Director cover letter/resumes: Harris dated 10/5, Nalchajian dated 10/18, Aponte dated 10/12
Nashua River presentation – dated 11/30
Resignation letters: Capobianco dated 11/18, Frederick dated 11/17, and Combs dated 11/22
Appointments: Maiore volunteer form dated 9/22
Old library accessibility estimate from LLB - dated 12/13
Draft RFP for old library – dated 12/1