



**Board of Selectmen
Minutes
Tuesday, October 4, 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 and Alice von Loesecke were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Minutes

On a Sklar/Ricci motion, the board voted unanimously to approve the minutes of 9/20, as presented.

Cultural Council appointment

On a Ricci/Sklar motion, the board voted unanimously to appoint Dave McLellan to the Cultural Council.

Park & Recreation Commission appointment

Chair Wyona Lynch-McWhite introduced Ed Frackiewicz for appointment to the commission. He briefly spoke about his interest and qualifications. By a roll call vote, Sklar – aye, Ricci – aye, von Loesecke – aye, Swanton – aye, Lynch-McWhite – aye, Thornton – aye, Culmone – aye, Frackiewicz was appointed to the commission.

Park & Rec Director position

Liaison Stu Sklar attended a recent Park & Recreation Commission meeting to review and discuss an outline drafted by the Town Administrator on creation of a Park & Rec Director position. Commission members expressed their support of the concept and their willingness to participate in the process. They did offer specific suggestions on how field maintenance will be handled and recommend the commission continue as elected. They will meet again with Sklar to further refine the details. Von Loesecke and Ricci suggested they work in parallel with the Charter Commission to avoid any confusion or unnecessary work.

Board of Health – Water Conservation Encouragement

Board members Sharon McCarthy, Tom Philippou and Libby Levison asked the Selectmen to support their recommendation of water conservation as a result of the drought we continue to be in. McCarthy read aloud a statement the BoH recently added to their page on the town website and emailed to those who subscribe to receive Board of Health news. The Selectmen supported their idea and decided to also post this on the homepage of the town website. Although this cannot be enforced everyone agreed raising awareness is a good first step.

Public communication

Paul Green, League of Women Voters, announced the league will be holding an informational session for Harvard voters on the Special Town Meetings. This will be on October 17th in Volunteers Hall at 7pm.

Bruce Nickerson, Finance Committee member, supports staff for the Park & Recreation Commission. He suggested the Finance Committee be informed sooner rather than later in case they need to take any action. Bragan said this would be a small warrant article not part of the budget this year. If the position is created then it will be included in the budget process moving forward.

Jane Daley, 57 Brown Road, thanked everyone for their service to the town. She spoke about the many activities her and her young son have participated in throughout town. Daley reminded the board of the 784 signatures collected of residents declaring their passion for a cultural center in the old library. She has read about CASE Collaborative being interested in the building. She stated with their connections in many other

communities the potential is there for them to find another space that can work. She urges the board to support the strong sense of community that can be found in that space.

Deb Thomson, Council on Aging Chair, asked the Town Administrator about corrections to their Council on Aging bylaw at the Special Town Meeting. He confirmed these corrections have been made.

Capital requests

Ambulance

Co-Director Jason Cotting reviewed their requests for a new ambulance and stretcher. They expect to cover a portion of the cost for the ambulance but are unable to fully fund it. Ricci suggested they determine how much they could get in trade for the ambulance they are replacing. Cotting explained a new stretcher is necessary for the new ambulance. They do plan to retrofit the old one so it can be used as a backup. On a Ricci/Sklar motion, the board voted unanimously to forward capital requests for replacement of the ambulance and stretcher.

Fire Department

Fire Chief Rick Sicard reviewed his requests which include upgrading the town's fire alarm system, study on fire station, fire pond repairs, replacement of hose, replacement of command car, replacement of nozzles and new repeater on future cell tower. Ricci suggested holding off on the study to repair the building until we are beyond the school project. Sicard does not want to neglect the buildings forcing an emergency repair situation. They agreed to wait until the audit of the Fire and Ambulance is complete to make a final decision. Ricci recommends doing the study closer to when the actual renovation may occur allowing for the best possible data. Von Loesecke agreed. Sicard explained the fire ponds have not been repair in years and the equipment requests are due to age. On a Ricci/von Loesecke motion, the board voted unanimously to pass on to capital with exception of the fire stations pending decision on study.

Fire tanker truck

On a Ricci/Sklar motion, the board voted unanimously to approve the contract for the tanker truck.

Planning Board – bylaw amendments

Planning Board Chair Kara Minar and members Erin McBee and Fran Nickerson were present to review their two bylaw amendments for the Special Town Meeting. The first is to create an overlay district to permit senior housing on the Hildreth House site. The hearing on this topic is continues until October 18th. Minar said town counsel will be present. Their second item is adding a new subsection for sidewalks. This will be under the commercial design guidelines requiring developers to install sidewalks outside businesses. Von Loesecke asked about the width wondering if it may be too big and the requirement to use concrete. Minar said asphalt is less expensive but is also less attractive. She noted there are variations that can be chosen with concrete. The ultimate goal is to have connecting sidewalks.

Old library accessibility update

Selectmen Lucy Wallace phoned in to participate in the discussion as she was out of state.

After meeting for eight months with an objective to provide handicapped accessibility to the old library, Mark Mikitarian, Wendy Magan and Wallace presented three possible solutions for accessibility:

- Option 1 – Rear door, current handicap entrance
- Option 2 – South side, current main entrance
- Option 3 - Front door, original main entrance

They are requesting the following items in order to proceed:

1. Funds for a site survey to locate the property lines and building on the parcel. GPR has estimated this cost to be \$3,500.
2. Funds for a cost estimate of each option using the designs provided by the OLAC. We have asked Steve Kirby (OPM from Vertex) and another contractor to give us an estimate for this service, either performed by them or by a recommended individual. We hope to have that cost for the meeting on Tuesday. Estimated to cost \$3,000.
3. That the Selectmen approve the filing of an application to CPIC for funding to address exterior accessibility. The amount requested in the application is a placeholder and will be refined once we get the estimated costs requested in item 2 above.

Wallace noted levels of code compliance are triggered when the cost of renovation exceeds 1/3 the assessed value of the building. Everyone agreed the current assessed value needs to be reviewed.

On a Ricci/von Loesecke motion, the board voted unanimously to get quote in writing from GPR, get second quote on survey of property lines and building from David Ross & Associates and go to Finance Committee for reserve fund transfer to cover the cost of the survey and estimated \$3,000 for the estimator. If the Finance Committee does not approve the request the board would consider utilizing other funds it may have available for this purpose. Mikitarian said the committee members voted unanimously to recommend option three. They understand this will be contingent on the cost. They also drafted some conceptual sketches showing the options. On a Ricci/von Loesecke motion, the board voted unanimously to forward to Capital Planning & Investment Committee so they have the request and at a subsequent date the specific option and amount will be chosen.

Charge for Housing @Hildreth House Committee

Ricci and Wallace presented the charge with some revisions. The board members asked a couple of questions and they discussed adding specific dates to the charge. On a Wallace/Ricci motion, the board voted unanimously to adopt charge as amended tonight.

Market rental for old library

Von Loesecke provided an updated view of market rentals in preparation for development of a Request for Proposals (RFP) to lease the old library. Her investigation was done from two angles one being commercial and the other municipal building uses. She spoke with merchants in Harvard to gain data on the going rate for commercial space. Rates depend on quality of building and amenities. Von Loesecke also investigated towns who rent rooms in municipal buildings or an entire building. She provided examples of rates used.

Wallace hung up at this point.

Right of first refusal – affordable located at 15B Littleton road

On a Ricci/Von Loesecke motion, the board voted to waive their right of first refusal.

Benefit costs comparison

Von Loesecke and Swanton were tasked with examining where tax dollars are being sent allowing for discussion on ways to slow tax growth. Von Loesecke prepared a taxes and employee benefits comparison. She noted health insurance costs are a huge component. She explained which communities she used as comparable and why they were chosen. Swanton said with the teacher contract negotiations coming up this year the information will be helpful.

Letter from concerned resident

The Selectmen received a letter from resident Ken Nickerson about the blue ribbons that were placed around town in support of police officers. He asked if a policy should be in place to regulate who can place ribbons,

why ribbons can be place and how long they can be up. The Selectmen understood his concerns but were not inclined to have a formal policy. They did agree informally three to four weeks was an acceptable timeframe.

Farmers market – Upper Town Hall use

On a Sklar/von Loesecke motion, the board voted to waive fee for the Farmers Market use of upper Town Hall on November 19th. (3-1, Ricci – Nay)

On a Sklar/von Loesecke motion, the board voted unanimously to continue the meeting past 10:00pm.

Special Town Meeting Warrant Review

Devens

Bragan reported no changes has been made to their proposal.

On a Sklar/Ricci motion, the board voted unanimously to approve warrant article 1 concerning Devens. They are not requiring MassDevelopment to mail the warrant to each residence in town.

Town

Bragan informed the board of a few minor changes to the warrant.

On a Ricci/von Loesecke motion, the board voted unanimously to approve warrant as amended for signatures.

Town Administrator announcements

MassDevelopment meeting on October 13th.

Bragan is working with the Police Chief on trucks on Bolton Road.

Bragan asked the board members if they had any preference on recommendations from the Collins Audit report of the Department of Public Works. They instructed Bragan to work on this with the DPW Director.

**** On a Ricci motion, the Board voted unanimously by a roll call vote:

Swanton – Aye, Sklar – Aye, Sklar – Aye, von Loesecke – Aye to enter into executive session at 10:25pm, as authorized by Chapter 30A, Section 21. 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Following the executive session, the Board will reconvene only to adjourn. ****

The meeting was adjourned at 10:40pm.

Documents referenced;

Vol forms – McLellan dated 8.23.2016 Frackiewicz dated 8.24.2016

Capital request – Ambulance dated 8.30.2016, Fire dated 9.28.2016

Old library – report dated 9.28.2016 w/three drawings

Fire Truck Tanker – contract dated 9.29.2016

Planning Board bylaws – dated 9.22.2016

Charge for Housing Committee – dated 9.26.2016

Market Rental information – dated 9.29.2016

Benefit cost comparison – dated 9.29.2016

Letter from resident – dated 9.24.2016

Warrants – dated 9.28.2016