



**Board of Selectmen
Minutes
Tuesday, November 1, 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 Ricci/Wallace motion, the board voted unanimously to approve the minutes of 10/18, as amended. On a Wallace/Ricci motion, the board voted unanimously to approve the 10/18 executive session minutes.

Cultural Council appointment

Chair Alice Bartram introduced Roxanne Daleo for appointment. On a Sklar/Ricci motion, the board voted unanimously to appoint Roxanne Daleo to the Cultural Council.

Chelmsford Housing Authority – 105 Stow Road – The Elms project

Connie Donahue from the housing authority expressed their excitement to begin the project. Due to modifications in the site plan she asked the board to review and sign an updated agreement. On a Ricci/Wallace motion, the board voted unanimously to accept the 3rd agreement and sign.

Appointments to Housing @ Hildreth House Committee & next steps

Al Combs, Rick Maiore and Lucy Wallace will serve as members of the public and Sue Guswa, and Hank Fitek will serve as the Council on Aging Reps. The Planning Board has not yet appointed a member. On a Ricci/Sklar motion, the board voted unanimously to make appointments.

Ricci proposed the committee begin by determining which area within the overlay district can be sold to be acted on at the annual town meeting including easement access. Wallace admitted the committee does not have much time to prepare. The board members agreed the timeline is aggressive and may need to be altered. Ricci noted with the feedback from the Water/Sewer Commission on the capacity and the Planning Board acting to get the overlay district approved at the Special Town Meeting the group has a good start. Von Loesecke said the Water/Sewer Commission will need to officially vote to use surplus capacity and feedback from the Fire Department on the land behind the fire station is also imperative.

Public communication

Jared Wollaston, 1 Elm Street, has extensive experience working with Requests for Proposals. He offered some advice and his assistance if desired. He asked the Selectmen to consider changing the traffic pattern to the Town Hall back to the way it was prior to construction. He believes having Elm Street as a one way causes confusion. He said the easiest way to get to Town Hall is from Ayer Road.

Katie Petrossi, 24 Babbitt Lane, asked if she could speak when the board came to the action/discussion item about phase two of the Hildreth House project. Swanton answered yes.

James Breslauer, Poor Farm Road, asked if documents the board reviews during their meetings could be posted on the town website.

Eric Ward, Lovers Lane, said similar to many others he was present for the request for proposal discussion on the old library. He then asked those in the room also there for this agenda item to stand or use hands to show their support. Most present in the audience stood.

Paul Green, Old Littleton Road, suggested the town investigate the best location in town to consolidate both fire stations. He believes housing for seniors is a better use of the land in the town center than a fire station.

Department budget reviews

Finance & Selectmen

Town Administrator Tim Bragan began by reviewing the Finance Department budget. He reported the personnel and expense budgets are level funded with only step increases for employees. He said a cost of living increase has not been included at this point in the budget process. Next, he reviewed the Selectmen's budgets. He noted again personnel only includes step increases. He has increased the legal budget in anticipation of the union contracts this year and to cover costs for pending legal cases. With the increase last year to the public building repair account he expects the HVAC system at the public safety building to be repaired.

Police Department

Chief Ed Denmark said the personnel budget only includes contractual step increases. He followed instructions to prepare a level service budget. In his operating budget he is requesting replacement of three desktop computers.

Denmark will include a small warrant article at the annual town meeting to purchase solar powered traffic control lights. He will request permanent placement of up to two and one mobile. He estimates the cost to be \$3,000.00.

Town administrator report

Bragan reported a moderate income unit in Devens is available through lottery. This is a unit at Emerson Green.

Bragan announced there are two alternate positions open on the Finance Committee.

Bragan said an additional quote on the site survey at the old library was similar in price to the others. He will request a reserve fund transfer from the Finance Committee so the survey can be completed.

Bragan said three firefighters will be heading to Canada to finalize the purchase of our new truck. The Selectmen need to approve the out of state travel. On a Ricci/Wallace motion, the board voted unanimously to approve out of country travel for firefighters.

Bragan said the School's Trust is interested in holding an event in the upper town hall but were curious if they would be able to obtain a liquor license for the event. Bragan noted the board did not include this in their policy. The board members were supportive of the idea and asked Bragan to work on an amendment to the policy.

Hildreth house project – application for payment #4

On a Wallace/Ricci motion, the board voted unanimously to authorize payment of \$242,760.00 from Vertex statement.

Ambulance budget review

Squad members Will Stevenson and Jason Cotting attended the meeting. They are again requesting funds for hiring paid personnel. They acknowledged even with the institution of call stipends they still struggle to staff the ambulance during the day. They also continue to have challenges keeping up with administrative responsibilities. This year they plan to move forward with the replacement of the ambulance. They expect this will bring down maintenance and repair costs. Their biggest challenge continues to be staffing crews 24/7 365 days a year. They also noted an increase in expenses for training costs. They need to accommodate a multi-day program which will incur both a financial and time burden on the service.

Request for Proposals (RFP) / Old library lease

Swanton began by reviewing the process and calendar which included a draft RFP for the Board's review and approval at the November 15th meeting. The request would then be published with responses due January 3rd. A committee will need to be appointed to review bids. There would be a mandatory walk-through. Bids would be evaluated and the committee would report back to the Selectmen. Wallace said all relevant documents will be attached with the RFP such as the deed and probable lease language. Ricci suggested working backwards on a timeline from the date the property can legally be occupied which is likely to be after accessibility issues have been resolved. They discussed approaching the Architectural Access Board for a variance allowing the property to be occupied prior to improvements. Ricci strongly urged the chairman to call an all boards meeting to be certain there are no viable town uses for the building. The meeting would be in addition to sending a letter to all town departments indicating that the building will be declared surplus and soliciting responses from any department interested in the building. They discussed the school department's need to either repair the Bromfield House or find another location for administrative offices. Von Loesecke wondered if the school department has received estimates on the cost of repairs. They also discussed criteria and conditions to be included in the RFP. The discussion included desired uses, terms, annual rent and how to evaluate the criteria. They asked Bragan to seek interpretation from town counsel on allowable uses. They talked about the space being used by Harvard residents but also the importance of opening it up to the surrounding communities. They also discussed how to include some contribution from renters toward the overall accessibility costs. They agreed the ultimate goal is to provide a good use for the building. They will need an update on the accessibility for the next meeting.

On a Ricci/von Loesecke motion, the board voted to send a letter to all boards/departments declaring building as surplus and letter to School Committee, Capital Planning and Finance Committee to meet to solicit their advice. (4 -1 Ricci – Aye) Motion did not pass. The other board members did not agree an additional meeting without more information is necessary. On a Wallace/Sklar motion, the board voted unanimously to send letter to all departments/boards with intent to dispose of library asking for responses before next meeting. Von Loesecke added including in letter to school asking them to clarify timeline and specific plans and rescind vote on the Bromfield House. (4-1 – Ricci – Nay) Motion passes.

Capital Spending Debt Service

The debt service schedule shows a large increase with the addition of the Town Hall project and Littleton County Road projects. Sklar wondered why the capital fund cannot be used to offset costs while rates are low instead of driven by specific projects. Von Loesecke agreed with Sklar and further discussion ensued on how the capital fund could be used to preserve cash.

Hildreth House phase two

COA Chair Deb Thomson and COA member Katie Petrossi were present to again plead their case to move phase two of the project up to fiscal 2019. They want to provide seniors with a safe and sufficient senior center. Von Loesecke was not at the last meeting to vote on the project. She does not see an immediate need to move the project up. They discussed how a senior housing project could assist in offsetting the cost of phase two. Wallace and Sklar support moving the project up allowing the town to vote on it. On a Wallace/Sklar motion, the board voted to move request for phase two to fiscal 2019 (3-2 – von Loesecke, Ricci, Swanton – Nay) Motion did not pass.

On a Sklar motion the board voted unanimously to go past 10:00pm to vote on rules and regulations regarding eligibility for health coverage.

Rules & Regulations regarding eligibility for health coverage

On a Wallace/Ricci motion, the board voted to adopt proposed revisions to rules and regulation regarding eligibility for health coverage.

The meeting was adjourned at 10:10pm.

Documents referenced:

Daleo vol form – dated 10.16.2016
Elms agreement – dated 10.27.2016
Budget reviews – dated for fiscal 2018
RFP draft – dated 10.24.2016
Rules & Regs – health coverage – dated 10.27.2016