Select Board Minutes
Tuesday, February 16, 2021
7:00pm

The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

Select Board participants:
Alice von Loesecke, Stu Sklar, Lucy Wallace, Rich Maiore, Kara Minar

Town Department attendees:
Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro and Executive Assistant Julie Doucet

Additional participants:
Transportation Advisory Committee volunteers: Bruce Leicher, Jim Lee, Gabriel Medjanis, Rene Turnheim, Open Space Committee Chair Peter Dorward

Transportation Advisory Committee
Residents who submitted volunteer forms for the newly formed committee were in attendance. The board members were extremely pleased with their backgrounds and reasons why they are interested in serving on this committee. By a roll call vote, Minar – aye, Sklar – aye, Maiore – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to appoint Bruce Leicher, Jim Lee, Gabriel Medjanis and Rene Turnheim to the Transportation Advisory Committee.

Representatives from other boards/committees will be as follows:
Planning Board – Stacia Donahue
Select Board – Kara Minar
Council on Aging – Beth Williams
School Committee – SusanMary Redinger

Update from the Open Space Committee (OSC)
Rich Maiore reported the committee has been hard at work reviewing the town inventory of tax delinquent properties. They have identified six parcels that may be of interest due to their proximity to conservation land or other open space. Committee Chair Peter Dorward shared a map prepared to show the delinquent tax parcels (Attachment A)

The OSC voted to recommend the following disposition for these parcels:

- Gebo Lane RE Trust - the majority of this parcel is a fire pond so may be of interest to the Fire Department. It has little value for active recreation or OS protection.
- Higgins, St. John's Lane - this parcel was taken by eminent domain at the 2013 ATM (article 40). It appears the deed was not recorded.

The following properties have Open Space qualities that make them worthy of protecting:

- Corbett, Littleton Road – 25 Ac parcel which is currently trying to be developed. It is in an ecologically significant area, and could become part of an OS corridor. It does contain a residence so the parcel may have to be divided.

- Erikson, Finn Road – 2 Ac parcel which abuts Delaney. Mostly wetlands, but has a dry area along Finn Road which could provide parking and a viewshed.
- Hemphill Drilling, Codman Hill Road – 7.5 Ac parcel which contains ecologically sensitive areas, and has the strong potential to become part of an extensive open space corridor.
- Kazogles, Poor Farm Road – 6 Ac parcel which abuts existing conservation land and contains wetlands.
- O'Donnell, Woodside Road – 3 Ac parcel which abuts conservation land.
- Westchester Company, Old Mill Road – 10 Ac parcel adjacent to several OS parcels ranked as Priority, so has potential for OS connectivity; contains wetlands

Dorward reported the remainders of the tax delinquent parcels have little value for open space protection and none of the properties are suitable for recreation.

Update on Health Insurance premiums
HR Director Marie Sobalvarro reported the Minuteman Nashoba Health Group (MNHG) accepted recommendations from the steering committee to utilize the fund balance to help offset increases for the coming year. She indicated Harvard and Tufts will increase 1% with Fallon increasing 5.5%. Sobalvarro will continue to serve on the steering committee as they strategize ways to grow the group by enticing larger communities. She expects to revisit health insurance options for the town in the coming year. Von Loesecke mentioned the need for more plan options allowing employees choices between high or lower deductible plans.

Review/discussion on the Request for Proposals (RFP) for cell tower in town
Procurement Officer Marie Sobalvarro asked the board to clarify: (a) optimal place for towers (b) coverage map for Bolton Road site (c) RFP pre-release review and (d) map of coverage in roadways. The board members concurred the existing coverage map is for the Bolton Road site however they are interested in prospective work with a review for optimal placement of towers. They agreed it makes sense to have the experts prepare a topography map for the RFP and the responders can decide on how to arrive at the optimal locations. These steps are being taken in an effort to improve coverage for emergency services and for the overall safety of all citizens. Sobalvarro will contact Isotrope to obtain pricing for their review of the RFP and then will release it for responses.

Town Administrator Report
Covid-19 Vaccination Update
Tim Bragan reported a letter is being sent to the Governor by the Administrators in the NABOH district pushing for a regional vaccination site in Devens and this will fall in line with what the administration's plans will be for distribution of the Covid-19 vaccines. That is, the State is concentrating on large distribution sites and pharmacies as the main way to distribute the vaccines (especially in hard hit areas). They are looking at regional sites to fill in the gaps, which the one being proposed will do. The biggest issue currently is the availability of the vaccines. The letter from Jim Garreffi explains why they are not part of the companion program (it was just for the four mass vaccination sites in the state) and that there is no senior clinic on the 17th or 24th as they are doing the second round for the first responders. Right now, for March 3rd and later, future clinics depend on them receiving vaccine from the State.

Bragan reported on the additional following items:

- The Energy Advisory Committee is investigating various sites (Library, Bromfield, HES, and Town Hall) for an electric car charging station. He asked if the Select Board has a preference or not? They agreed a central location would be best.
- Fire Pond bids went out with four coming back. The Fire Chief is reviewing in more detail.
- Annual Town Meeting monetary articles were due Friday, February 12, 2021, per the bylaw and attached are what we received. We received some that do not have a financial impact and others that have an impact but do not yet have any dollar amounts. Rich Maiore asked to have an article included for costs associated with possibly moving the Bromfield House and any site work or utilities cost associated with that.
- Budget Update:
  Bragan reported the expense budget has changes since the beginning of the budget season. He is working with Finance Director Jared Mullane to complete the budget review by updated documents prepared in December by the prior Finance Director.

Minutes
By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to approve minutes of 2/2, as presented.

Discuss request from Emily Ferguson for appeal to dog "Diesel" decision (2019)
Tim Bragan informed Ms. Ferguson and the board because the decision was not appealed within 10 days of being issued it would have to be appealed at district court.

Act on addendum to the old library lease
Lucy Wallace drafted the lease addendum with assistance from Mark Mikitarian and Willie Wickman from Fivesparks. All terms were mutually agreed upon. Kara Minar raised questions about Fivesparks owing rent when unable to fully utilize building however Wallace assured her, they are comfortable with the arrangement. By a roll call vote, Wallace – aye, Sklar- aye, Minar – aye, Maiore – aye, von Loesecke – aye, the board voted unanimously to approve lease addendum #5.

Discuss architectural assessment for the DPW site
Marie Sobalvarro reminded the board of the CPIC article approved at the Annual Town Meeting for the DPW building needs study. She knew there had been discussions about a multi-use facility on that site to accommodate both the Fire and DPW Departments. She is ready to begin this process but needs further clarification/direction from the board. The board members do not want to complicate the process and instructed Sobalvarro to continue focusing only on the needs of the DPW department.

Review and discuss the town's surplus policy
Marie Sobalvarro presented the policy as a review due to some confusion among heads of committees/boards. She asked the board to formally approve the procedure.
By a roll call vote, Wallace – aye, Sklar – aye, Maiore – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to amend for purchases less than $10,000 in accordance with sound business practices. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to adopt procurement packet policy as presented. Both documents will be uploaded to the town website.

Review welcome letter to new MassDevelopment President & CEO Daniel Rivera
Kara Minar drafted a letter with help from Lucy Wallace. Chair of the Harvard Devens Jurisdiction Committee Victor Normand also reviewed and will sign the letter along with the Select Board Chair. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar -aye, von Loesecke – aye, the board voted unanimously to have the chair endorse letter with minor editing.

Select Board Reports
Lucy Wallace reported the Council on Aging (CoA) has begun drafting language for an RFP. She confirmed the CoA is comfortable leaving the Hildreth House location to move to the commercial district. This may be a more cost-effective way to get something done.

Kara Minar spoke with HEAC Chair Brian Smith who stated a charging station will be a t the new HES school but the General Store was open to having one there. He told her the locations must be handicapped accessible as well.

Alice von Loesecke asked about the possibility of adding a Wifi extender to improv service for the Transfer Station. Marie Sobalvarro will contact the towns IT contractor.

By a roll call vote, Wallace –aye, Maiore – aye, Sklar – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to enter into executive session at 9:30pm as per MGL 30A Sec. 21.3 to discuss strategy with respect to collective bargaining or litigation if an open an open meeting will have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 10:00pm.

Documents referenced:
Transportation Advisory vol forms: Leicher – dated 1/12/2021
Lee - dated 1/31/2021
Medjanis - dated 2/17/2021
Turnheim - dated 1/27/2020

OSC updated – dated 2/11/2021
Old library lease addendum #5– dated 2/16/2021
Surplus Policy – dated 2/16/2021
Procurement Overview – dated 2/17/2021