



**Board of Selectmen  
Minutes  
Tuesday, February 6, 2018 at 7:00pm  
Town Hall Meeting Room**

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

**Pole petition hearing – National Grid/Verizon**

Wallace opened the hearing by reading the legal notice.

National Grid representative Steve Soucy explained the request is for a pole relocation for the new condominium development Pine Hill Village. He confirmed Verizon will be responsible for removing the old pole.

On a Minar/Sklar motion, the board voted unanimously to close the hearing.

On a Swanton/Minar motion, the board voted unanimously to grant the petition.

**Minutes**

On a Swanton/von Loesecke motion, the board voted unanimously to approve the 1/9 minutes as presented.

**Planning Board bylaw amendments**

Planning Board Chair Erin McBee and member Rich Maiore were present to review their proposed bylaw amendments which include groundwater protection, marijuana establishment & cultivation and AGRI tourism (farm to table). McBee will forward the one page document they have on the Town Planner position. The board members asked questions and offered their input. They expressed support for the amendments and were pleased the Planning Board attended this meeting to review them. The Planning Board will hold public hearings on March 5<sup>th</sup>. The hearing will also include the citizen's petition received to amend Chapter 125-55 Hildreth House Overlay District.

**DPW Roadway Plan**

DPW Director Tim Kilhart presented his five year roadway management plan. He will be using crumb rubber instead of stone seal on some roadways. He described the product and the application process. He has used the product and experienced positive results. Kilhart plans to request \$300,000 from CPIC over the next three years and if granted the funds will be able to move other projects up in the schedule. He is able to fund the plan with all Chapter 90 funds if necessary. Kilhart developed a spreadsheet with data on every road in town. The data collected includes classification, length, width, surface type, last paved, method, last crack filled, current condition, priority level and comments. Kilhart is working with the Ayer DPW Director on the next three year bids. On a Swanton/von Loesecke motion, the board voted unanimously to approve roadway plan as presented.

**Roadway signs**

DPW Director Tim Kilhart and Police Chief Ed Denmark are working together to bring all signs in town into compliance. They have discovered after doing a town wide inventory many of the signs do not meet current regulations. They have counted 752 signs in total. Kilhart indicated this project will be done in stages. Chief Denmark said with respect to issues with speed they will work together on traffic calming measures such as narrowing lanes and continued enforcement prior to conducting any studies.

### **Town Administrator report**

Bragan distributed a quarterly report of the available omnibus budget.

Bragan reported the DPW Director is requesting Transfer Station punch card price changes to reflect cost of disposal. On a Sklar/Swanton motion, the board voted unanimously to impose fees of \$1 for 1lb propane tanks, \$2 for 2lb propane tanks and \$6 for fire extinguishers.

Bragan received correspondence from National Grid asking if pole petition hearings require attendance by a National Grid representative. The board agreed this was not necessary if questions can be addressed prior to the hearing and the petition is reviewed by the DPW Director. In the event a petition is more complicated a representative may be necessary.

Bragan distributed a memorandum from the Finance Committee in response to the budget priorities proposed by the Board of Selectmen. He noted health insurance costs will be finalized by next week. The Finance Committee is proposing a few changes. They did not agree with \$20,000 to the school considering the \$100,000 cut to the school budget was minor in comparison to the other budgets and funds can be better used elsewhere. They recommend increasing the both the Finance Dept. technology budget and the DPW maintenance and equipment by \$5,000 each. They also recommend \$5,000 to the conservation article to maintain the properties they have that were not purchased with CPC funds. Wallace asked if \$5,000 could be taken from the additional \$10,000 given to Finance Dept. and DPW and given to the conservation fund to increase it to \$10,000 (original request had been for \$50,000 which was later reduced to \$35,000).

The board decided to hold an all boards meeting on March 6<sup>th</sup> at 7pm after their regular meeting to begin at 6pm. They will discuss large capital items that are coming up, the school project and receive feedback on this year's budget process. Bragan asked the board to provide him with additional topics they may want to add.

### **Summary of warrant articles**

Bragan distributed a list of 50 warrant articles he has thus far for the annual town meeting.

### **Wild and Scenic Stewardship Plan**

Wallace reminded the Board of the on-going Wild & Scenic River study being conducted under the auspices of the National Park Service and led by Nashua River Watershed Association. She reported that the executive summary included in the package goes with the Stewardship Plan which should be finalized in the next week or so. She noted the towns of Hollis and Brookline New Hampshire have been added to the original 9 Massachusetts towns included in the study for Wild & Scenic River designation. She explained at the annual town meeting the town will be asked to accept the Plan. She said it is important to understand this does not override local or state regulations. She indicated having a plan in place dedicated to protecting nationally significant river resources allows access to federal grant funds to do projects. Wallace is requesting this article be inserted by the Board of Selectmen. The draft Plan has been reviewed and is supported by the Planning Board, Conservation Commission and Conservation Trust. On a Sklar/Swanton motion, the board voted unanimously to insert wild and scenic stewardship plan into the warrant as a Board of Selectmen article.

### **HeatSmart program update**

Minar reported ten contractors for the installation of both ground source and air heat pumps have been interviewed with two selected. She thanked Energy Advisory Committee member Eric Broadbent and resident Tim Clark for their hard work in vetting the applications. Over the next two weeks they will begin an informational campaign for residents. Installations will start in July of this year.

### **Community Choice Aggregation**

Minar is redrafting the Request for Proposals (RFP) and expects it to out by March 5<sup>th</sup>. They will select a broker in April.

## **Selectmen reports**

### *Old Library Accessibility update*

Wallace reported the committee met this afternoon and are anticipating a resolution on the contract with Abacus Architects + Planners by next week. Considering the BoS will not meet again until Feb. 27<sup>th</sup> she asked if the board would consider holding an off cycle meeting next week to approve the contract. She explained the committee does not want the project to be held up. Sklar and von Loesecke are not available but Swanton and Minar agreed.

## **Devens discussion**

Von Loesecke offered input on the Devens Jurisdiction Committee charge Wallace presented at the December 19, 2017 meeting. She envisions a two phase process beginning by seeking input and working in conjunction with town departments, the public, MassDevelopment and boards/committees to collect and summarize findings. This phase would include public meetings and regular updates to the BoS. She recommended the proposed committee be comprised of seven members including two members of the BoS (Wallace & Minar), one member of the Planning Board (Chair Erin McBee), four residents with at least one of which resides in Devens. The normal appointment process would be followed including volunteer forms and advertisement of positions during annual appointments each year in June. All were generally agreeable to these suggestions. Wallace suggested that breaking the charge into phases was not necessary; rather that the tasks could be listed in order of priority. Von Loesecke said the time to bring in a consultant would be after some initial outreach to the public and town committees. They discussed areas to focus on such as zoning, permitting, business development and access beyond bike ways. Minar believes much of the information has been gathered through the Master Plan process; however Swanton and von Loesecke view this as an entirely different process. Wallace suggested they focus on resolution of the committee charge for now and offered to revise it with suggestions for consideration at the next meeting. Wallace will also reach out to the Ayer and Shirley Town Administrators to inform them about what Harvard is working on. Resident Victor Normand who has served on the Devens Economic Analysis Team (DEAT) and the Master Plan Steering Committee understands points made by Minar and von Loesecke. He said there is a sense we do not have all the information necessary to resolve the Devens question. He is receptive to the committee as discussed and is confident our Senator and Representative view the Devens project as a legitimate planning expense.

\*\*\*\* On a Swanton motion, the Board voted unanimously by a roll call vote: (Sklar – Aye, Wallace – Aye, Swanton – Aye, Minar – Aye, von Loesecke – Aye) to enter into executive session at 9:05pm, as authorized by Chapter 30A, Section 21. 2, to conduct strategy sessions in preparation for negotiations with nonunion 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 9:50pm.

### Documents referenced:

Pole petition hearing – request dated 11.21.2017

Planning Board bylaw amendments – dated 2.1.2018

DPW roadway plan – dated 12.20.2017

Summary of warrant articles – dated 2.6.2018

Draft Wild & Scenic stewardship plan – dated 1.31.2018

Red-lined Devens Draft Jurisdiction Committee charge – dated 1.30.2018