



**Board of Selectmen
Minutes
Tuesday, January 3, 2017 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 and Executive Assistant Julie Doucet.

Minutes

On a Wallace/Ricci motion, the board voted unanimously to approve the regular and executive session minutes of 12/20, as presented.

Appointments

On a Wallace/von Loesecke motion, the board voted unanimously to appoint Connie Larrabee as alternate on Council on Aging.

On a Wallace/Sklar motion, the board voted unanimously to appoint Brian Lipomi and Mina Henes to the Ambulance Squad.

Town administrator report

Bragan has begun work on the community compact. He said transportation, information technology and housing are three categories that may be of interest for Harvard. Alice noted that, according to an email she received from DLS, facilities review can be covered through one of the community compact categories. Tim will follow up to determine the appropriate category. The board members decided on the following 3 categories: energy/environment (or whichever category covers facilities review), transportation, and information technology.

Bragan mentioned when committees/boards use the meeting rooms upstairs the room should be put back the way it was found and all lights turned off when leaving the building.

Bragan announced the DPW Director resumes are due by January 6th and sixteen applications have been received so far.

Bragan reminded the board of the annual report submission due date of Monday, January 23rd.

Bragan gave the board a quote of \$14,529 for drapes to be hung in the meeting room to help with sound. Installation of drapes might be covered with funds remaining from the Town Hall renovation project.

Bragan said he has spoken with the Town Planner about the impact of the approval of recreational marijuana and the need for a zoning bylaw. This will be an item the Planning Board will be working on for a future annual town meeting.

Bragan reported the meeting held with MART and MRPC about a van for transportation to the train in Ayer went well. However, MART said it would be more cost effective for the town to run the program instead of them.

Bragan is working with the Assessors regarding a case Verizon has against the Division of Local Services on valuation of property. He said this relates to their equipment and the possibly of them paying more in taxes than they should have. He will report back when he has more information.

Wallace asked if the free cash number has been released. Bragan said he had just received notification but reviewing it, had noticed incorrect information and so was hesitant to state the amount.. He will follow up with the state and report at the next meeting.

Fire Chief Contract

On a Ricci/Sklar motion, the board voted unanimously to approve the Fire Chief's contract as signed.

Board of Selectmen policy change

Response to residents

On a Wallace/Ricci motion, the board voted unanimously to adopt new section 6 to policies and procedures. Sklar wondered if the Selectmen might also consider holding office hours as another way to communicate with residents. Swanton asked Sklar to draft something for consideration at the next meeting.

Fruitlands Museum – change of manager and beneficial interest

On a Wallace/von Loesecke motion, the board voted unanimously to submit the local licensing authority review record for Fruitlands Museum.

Monetary Articles for submission to the Finance Committee

Bragan asked the board members to confirm their list of items for consideration.

1. Old library accessibility back door repairs and schematics & cost estimates
2. Park & Recreation Director
3. Housing at Hildreth House initial site plan \$30,000. Wallace said the Housing @ Hildreth House Committee suggested a joint meeting with the Selectmen and the Municipal Affordable Housing Trust (MAHT) to discuss options for funding.
4. Small warrant article to improve intersection of Poor Farm Road and Ayer Road by making more perpendicular and providing a clear sight line. Bragan said this may have to be addressed under Chapter 90 funds depending on the current roadway plan.
5. Small warrant article for radar signs (Chief Denmark suggestion)
6. Additional monies for traffic consultant (MRPC to do traffic counts to determine impact on traffic near post office) \$15,000. Ricci said they want to exhaust all options before seriously considering a roundabout as a traffic calming measure.
7. Police Department audit
8. Personnel study to review all positions in town and add a merit based system instead of the current set up tied to time in-service. Hire consultant \$15,000 - \$25,000.

Von Loesecke asked about the requests from the Fire and Ambulance departments for administrative staff. Bragan said the departments have been instructed by the Finance Committee to submit the requests as small warrant articles. Ricci and Sklar are meeting with Fire and Ambulance staff next week in an effort to come to the best solution for the town.

All Boards Meeting preparation

Bragan suggested the board update others on their priorities in the coming year and leading up the annual town meeting. Swanton noted subjects such as Fire/Ambulance departments, old library accessibility, facilities manager, Devens ballot question and the ongoing contract negotiations. He also plans to make others aware of

the town's exposure with respect to the Poor Farm property. Wallace suggested giving other board/committee members the opportunity to talk about what they are working on.

Payment request – Hildreth House

On a Wallace/von Loesecke motion, the board voted unanimously to approve the 6th application for payment to Classic Construction for \$398,097.

Improve outreach to citizens

Von Loesecke asked her fellow board members for some direction on the goal her and Wallace have been tasked with. Some ideas offered were: Selectmen office hours, social media, blogs, notifications on Next Door Harvard, general citizen's survey, public dial in during meetings and interactive public communication during regular meetings.

Annual maintenance contracts

On a Wallace/Sklar motion, the board voted unanimously to approve contracts to Ramos Electric of Holyoke and HVAC of Sutton.

Update on old library accessibility

Wallace was unable to meet with Sobalvarro but her fellow committee member Mark Mikitarian did. They hope to have a finalized a Request for Quotes (RFQ) shortly with responses expected t two weeks after release. She reported committee member Wendy Cote-Magan has offered to meet with the Architectural Access Board on the town's behalf.

Upper town hall policy

The board members agreed to allow one-day liquor licenses in the upper town hall. They instructed Julie Doucet to adjust the current policy and confirm with the town's insurance company if a rider can be added to our policy or if one day liability coverage will be required for those renting the space.

Selectmen reports

Wallace clarified the new policy the board voted on at the last meeting with respect to town meeting warrant articles does not prohibit the right of residents to submit a citizens petition for a special or annual town meeting article.

Von Loesecke has received correspondence from Senior Vice President at MassDevelopment Thatcher Kezer on their upcoming initiatives and expects he will be contacting us in the coming year to attend a meeting.

Ricci said the MAHT management audit is almost complete. The audit is a key step in the town taking over the management of the trust funds.

Swanton reported the school building committee is meeting to sort out alternatives for the k-wing and broader issues.

The meeting was adjourned at 8:40pm.

Documents referenced:

Appointments: Larrabee vol form dated 11.19.2016 – Ambulance email requests dated 12.27.2016

BoS policy change: draft dated 12.27.2016

Fruitlands Local Licensing Review Form dated: 1.3.2017

Classic Const. payment request: dated 12.29.2016