



Board of Selectmen
Minutes
Tuesday, February 7, 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, Alice von Loesecke and Lucy Wallace were in attendance as well as Town Administrator Tim Bragan.

On a Ricci/von Loesecke motion, the board voted unanimously to approve minutes of 12/19 and 1/20, as presented.

Creation of Park & Recreation Director position

Commission members Wyona Lynch-McWhite, Doug Thornton, Frank Culmone and Ed Frackiewicz were present. Swanton began by giving background on previous discussions held with the commission. He and Sklar have been working on this and attended a recent commission meeting with Town Administrator Tim Bragan. Swanton said decisions do not need to be made tonight but he is hopeful a direction can be determined soon. Commission Chair McWhite said the previous meetings have allowed the commission to better understand the proposal. They agree administrative support will be beneficial however they still have questions on the broader concept which would involve incorporation of community education. They discussed the chain of command and how this position would improve communication with staff at Town Hall. Commission member Frank Culmone said they agree the position will be helpful but are still unclear on how interaction with the director and commission will work. Swanton indicated work on the job description has evolved to expand the position into a full time role which will include management of the beach director, coordination with the Department of Public Works on fields and community education. He referred to how the Land Use Boards operate with their staff person Liz Allard. Wallace asked when the commission would consider advertising the position if approved at the annual town meeting. The commission members want to have a clear structure in place prior to hiring. They have not discussed a specific timeline. Commission member Ed Frackiewicz said it will be very important to have a smooth transition in creation of this position. Everyone agrees with the conceptual idea and vision for this role but details on incorporation of community education will be an instrumental piece which will require coordination with the school department. The commission will formally vote on this position at their next meeting.

Broadband Committee report

Chair Noyan Kinayman and fellow committee members Chris Roy, Jim Dowson and Matthew Caulfield came to present a draft warrant article for support and to give a status report. Dowson began by reviewing results of a survey they conducted to understand the needs in the community. They received 231 responses and plan to conduct more community outreach. Overall the results indicate most residents desire faster service with good value. Many Residents feel they are paying too much for the service they are receiving and are frustrated with the quality of that service. The survey indicated 89% of respondents would seriously consider making a change. They created maps which include all parcels in town to estimate fiber lengths. They also found dark fiber (unused) access on some poles in town owned by Lighttower. They have spoken with Lighttower who would consider leasing fiber space which could potentially reduce initial capital costs. Ricci and Swanton expressed their concerns about not having a cost estimate for the public. Dowson said they are preparing to work on cost estimates next. Ricci suggested they

determine a rough idea on cost projection and conduct another survey. Von Loesecke clarified the initial infrastructure would be a cost to the entire town and once revenue is generated from subscribers eventually the burden would shift to only those who sign up. Dowson admitted the committee is not at that point yet. He said the first step in the process is to seek approval for the formation of the Municipal Light Plant (MLP) at the annual town meeting. They are seeking up to \$4,000 to enable this. At either a special town meeting in the fall or at the next annual town meeting another vote is required and this is when they will ask the town for bond funding.

Conservation Commission

Commission members Paul Willard, Don Ritchie and James Breslaurer explained their request for \$200,000 for the conservation fund. In the past the commission was granted funds at the each year but when Community Preservation Committee (CPC) was adopted that process changed. In recent years the commission has not received the funds which were promised through the CPC process. Ricci (BoS CPC rep.) does not see any issue with the commission receiving \$100,000 each year moving forward. Willard noted CPC funds are restrictive and can only be used for specific purposes on lands purchased with CPC funds. Therefore, the Commission needs funds for maintenance and stewardship of lands purchased pre-CPC funding. Bragan explained that the Finance Committee came to their decision to approve \$20,000 based on lease revenues, instead of the requested \$200,000. Von Loesecke suggested any requests outside of CPC funds be specific for maintenance of lands and a long range prioritization plan be developed. Ricci agreed and suggested a meeting with CPC. Wallace proposed the Board of Selectmen vote officially to work with the Finance Committee next year to ensure a steady source of funding of at least \$100,000 a year to the conservation fund that is not CPC funds. She acknowledged this year given the timing and fact CPC has agreed to award the \$100,000 it is not an issue but going forward a process needs to be established.

Wallace made a motion seconded by Sklar to work with conservation commission to establish a regular funding source of at least \$100,000 a year that is outside CPC funds. Ricci would not commit funds absent a plan. He proposed working with CPC and Finance Committee. After further debate and discussion, Sklar offered an amendment to the motion removing the dollar amount and including conversations with CPC and Finance Committee.

Everyone appeared to agree a steady funding source is necessary however the process to accomplish this varied.

Wallace restated the motion for: the Selectmen to commit to working with the Conservation Commission to establish a mechanism were by we support taking to the 2018 spring annual town meeting a proposal for regular funding of the conservation fund.

The motion was seconded by von Loesecke. Ricci offered an amendment to include CPC and Finance Committee discussions. The board voted 3-2 to approve the amendment (Wallace & Sklar – Nay) the board voted unanimously to approve the motion with amendment.

Town Administrator report

Town Clerk has been out and requested an unpaid leave of absence.

On a Sklar/ Ricci motion, the board voted unanimously to approve an unpaid leave of absence from January 23rd through February 17th. He reported Former Town Clerk Janet Vellante has been assisting in her absence. With the Town Clerk out he asked the board to appoint Vellante as

acting Town Clerk. On a Ricci/Sklar motion, the board voted unanimously to appoint Janet Vellante as acting Town Clerk.

Bragan is having surgery on March 2nd and will be out for six weeks. He is requesting the board appoint Assistant Town Administrator Marie Sobalvarro as acting Town Administrator during his leave. On a Wallace/von Loesecke motion, the board voted unanimously to appoint Marie Sobalvarro as acting Town Administrator.

Bragan said Sobalvarro is currently our primary representative on the Minuteman Nashoba Health Group. He is requesting Finance Director David Nalcharjian be appointed as our alternate. On a Wallace/Ricci motion, the board voted unanimously to appoint David Nalcharjian as our alternate on the Minuteman Nashoba Health Group.

Bragan spoke with the board about parking issues in town. With no parking clerk appointed we do not have the ability to issue tickets. He requested the board appoint the Town Administrator as parking clerk. On a von Loesecke/Wallace motion, the board voted to appoint the Town Administrator as parking clerk. (4-1, Ricci – Nay)

Bragan informed the board of a request from resident Sarah Sobalvarro to have donations at the annual town meeting for loaves and fishes. The Selectmen were supportive of the request.

Old Library lease

Bragan distributed a draft copy of the lease. Once the board reviews the draft he will send the draft to the Cultural Collaborative. The Board of Selectmen will approve the final document at their next meeting. Bragan briefly reviewed the few changes he made. Wallace suggested a revision with respect to the accessibility described in the document. Ricci suggested changes on the lessor access to the building. Swanton asked if any issues may arise from the state with respect to accessibility. Bragan is confident with Wendy Cote-Magan going to the Architectural Access Board and the proposed article for improvements at the annual town meeting the town will be covered. Wallace asked when renters can have access to the building. The lease document will be sent to Jan Daley President of the Cultural Collaborative. Wallace and Swanton offered to work on the lease if need be. On a Ricci/Sklar motion, the board voted unanimously to approve lease as amended and direct the Town Administrator to finalize negotiations with lessee.

Complete Streets policy

Bragan said the Planning Board has endorsed the policy. Wallace made a motion to approve the policy as presented and Ricci seconded it for more discussion. Ricci said the policy is too broad and should be more specific to the town. He suggested more focus on areas in the town center and Ayer Road. Wallace and Ricci will meet with Town Planner Bill Scanlan and Planning Board Chair Kara Minar to work out the details. Wallace withdrew her previous motion.

Upper Town Hall Use Policy

Ricci wondered how we may be able to accommodate people who want to rent the space but do not have or are unable to attain the required insurance coverage. Von Loesecke offered to investigate other options.

Town Administrator annual review

Swanton drafted language to include in the Board of Selectmen policy and procedures. Wallace suggested the review be done in December instead of March. They will act on this at their next meeting.

Resignation

On a Wallace/Ricci motion, the board voted unanimously to accept resignation of Deb Thomson from the CPC.

Town Meeting Warrant

Bragan distributed and reviewed the first draft of the warrant. He has forty seven articles currently but noted there are additional articles which he is still working on such as Park & Rec Director and creation of the Municipal Light Plant (MLP). The board members provided a few suggested revisions noted by Bragan.

The meeting was adjourned at 10:00pm.

Documents referenced:

Park & Rec – Q & A dated 2.7.2017

Broadband Committee report – draft warrant article dated 2.4.2017

Status report dated 2.7.2017

Old Library Lease – dated 2.2.2017

Complete streets policy – dated 1.31.2017

Upper Town Hall Policy – dated 1.24.2017

Town Admin review – dated 1.30.2017

Resignation letter – dated 2.1.2017