



**Board of Selectmen
Minutes
Tuesday, February 2, 2016 at 7:00pm
Hapgood Meeting Room**

The meeting was called to order at 7:00PM by Chair, Ron Ricci in the Hapgood Meeting Room. Selectmen Lucy Wallace, Leo Blair, Ken Swanton and Stu Sklar were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Proposal from HB Communications

Chad Pierce and Justin Dorsey were present from HB. Ken Swanton did not participate in this portion of the meeting due to his relationship with Pierce. Pierce is his son in law.

As the largest firm in New England, Pierce said HB Communications is pleased to provide a proposal for furnishing and installation of audio visual and broadcast solutions for the Town of Harvard. Their proposal takes into account the town's budget and desired functionality with a system that is automated intuitive but simple to operate.

Town Administrator Tim Bragan asked HB to provide a proposal for a wireless system. The proposed system has 11 wireless gooseneck microphones and will have a presentation monitor where content can be displayed. Harvard's new Cable Station Manager Anya Zulawnik was impressed with the system noting the high-definition capabilities.

HB is on the state approved bid list therefore the price for this type of system is the lowest in the state and was negotiated below state guidelines.

Lucy Wallace asked about scheduling and training. Pierce confirmed this project was tentatively in their schedule. Ron Ricci had spoken with Cable Committee Chair Bill Johnson prior to the meeting about replacement of the cameras.

On a Wallace/Blair motion, the board voted unanimously to approve the proposal from HB for providing audio visual needs for the main meeting room and small conference room in the upper Town Hall for \$91,000.

Charter Commission ballot question

Ron Ricci invited resident Worth Robbins to participate in the discussion.

Robbins began by asking if the board was aware of the citizen's petition which was submitted to the Town Clerk today with the 10 required signatures. He explained this petition asks if the town will vote to create a Charter Committee. This approach is different as it is a special act charter allowing the BoS to appoint a study committee. They are not required to hold public hearings. He distributed a draft warrant article. He favors the Charter Commission approach. Having this article on the ATM warrant provides an opportunity for discussion the charter process that the ballot question would not allow.

Robbins explained the draft warrant article includes language that if the home rule charter ballot question is approved this article will be nullified. If the Selectmen agree to put question of a charter commission on the ballot for this year's town elections, nine commissioners will also need to be elected. Those wishing

to serve on the commission will need to submit their nomination papers with 25 certified signatures by the Tuesday after town caucus (March 8th). The top 9 will become members of the Charter Commission.

Wallace noted in the Master Plan and 2011 financial review by the state's Division of Local Services adoption of a town charter has been recommended. Swanton was concerned the process may be moving too fast and Ricci asked why now. Robbins expressed his support for those who signed the petition in an effort to better understand how our government works and identify where it can be improved. He does not anticipate a charter will require major changes but can provide more clarity on how town government works. He believes it will benefit both the public and town employees. Blair would have preferred to discuss the charter commission concept prior to the petitions being signed but now that they have been signed he does not see any benefit in waiting. Sklar agrees with Blair. He supports voted to place the question on this year's ballot.

Robbins supports the BoS moving forward with recommendations from the town governance group.

On a Wallace/Blair motion, the board voted to put question for creating Charter Commission on the ballot for the 2016 election. (4-1, Swanton – Nay)

Hildreth Elementary School – Initial Compliance Certificate

Superintendent Linda Dwight reported the Massachusetts School Building Authority (MSBA) voted to accept the Hildreth Elementary School project into their grant program. She announced a public forum will be held on February 25th at HES where the public can gain more information on the project and the process. On a Blair/Sklar motion, the board voted unanimously to authorize the chair to sign the initial compliance certification, Town of Harvard, Hildreth Elementary School MSBA Project No. 201501250005. The BoS will act on the warrant article at their next meeting.

Bromfield parking lot

Stu Sklar reminded the board the parking lot is town property therefore the proposed paving project needs authorization from the BoS. He explained this project will improve the condition and safety of the parking area. He confirmed the Conservation Commission and Planning Board have approved the project and the Historical Commission is holding the necessary hearing. On a Sklar/Wallace motion, the board voted unanimously to allow the School Committee to pave the Bromfield parking lot subject to getting all the necessary approvals.

Warrant articles

Town Clerk

Lucy Wallace suggested they defer on changing the Town Clerk from elected to appointed and have the Charter Commission work on it. The board members did not want to risk not making the necessary changes if the current Town Clerk retires before the Charter Commission completes their work.

Constable

Stu Sklar proposed changing the Constable from elected to appoint allowing for up to three Constables.

Town government home rule petition

Ron Ricci drafted a warrant article to grant additional authority to the Town Administrator position. The recommended changes came from the working group. Town Counsel Lanza will review and formalize the warrant article.

The board members agree to follow through with the proposed articles.

Public communication

Billy Salter, Elm Street, asked if the old library accessibility report would be available. Bragan has not yet received the report from the architect. He expects this to be on the next BoS agenda. He asked if architect Brian Valentine reviewed detailed recommendations from the Municipal Buildings report. He asked if Valentine has direct experience working with the Architectural Access Board (AAB). Bragan answered yes. He asked if Valentine would address other code compliance issues other than accessibility. Bragan answered no. Blair expects accessibility improvements will trigger other compliance issues. Bragan noted if the value of a renovation project exceeds 30% of the value of the property then a change in use occurs which would defiantly trigger all existing code compliance issues in the building. Salter asked if appointments to the old library access committee would be occurring tonight.

Paul Richards, Westcott Road, asked to view the report prepared by the working group on the Town Administrator position. He was directed to the town website.

Evelyn Neuberger, Municipal Affordable Housing Trust member, expressed concerned about the number of BoS members serving on the trust. She asked if this was going to continue.

Town Administrator report

Bragan confirmed the citizen's petition on the Charter Committee was received.

Bragan received email notification from the Massachusetts School Building Authority (MSBA) about the Hildreth Elementary School project. He will work on an article and ballot question for the upcoming town meeting and town election.

He distributed information to the board about state grant programs with respect to community impact groups. He asked the board to review for discussion at an upcoming meeting.

Bragan reported he has been contacted by Baystate Consultants about electricity aggregation programs. He explained a town and its residents can reduce electricity costs by doing this. It would require a town meeting vote. They will discuss further at an upcoming meeting.

Bragan announced the All Boards meeting tomorrow night will begin at 7pm in the Bromfield Library.

Old Library Accessibility Sub-Committee

On a Wallace/Blair motion, the board voted unanimously to appoint Wendy Cote-Magan to the old library accessibility sub-committee.

On a Wallace/Swanton motion, the board voted unanimously to appoint Mark Mikitarian to the old library accessibly sub-committee.

Municipal Affordable Housing Trust

On a Swanton/Blair motion, the board voted unanimously to extend terms of Bruce Nickerson and Emanuel Lindo to June 30, 2017.

Presidential Primary

On a Wallace/Blair motion, the board voted unanimously to endorse the presidential primary.

Alcoholic Beverages Control Commission (ABCC) population estimate

On a Wallace/Swanton motion, the board voted unanimously to sign the ABCC population estimate.

Entertainment license

On a Blair/Wallace motion, the board voted unanimously to approve the Entertainment License for the Schools Trust Gala on March 12th.

Water & Sewer Commission letter

Ricci drafted a letter asking the commission to report on how much capacity may be available to accommodate a senior housing development near the Hildreth House. They will discuss their response at the March 1st meeting. On a Wallace/Swanton motion, the board voted unanimously to have the chair sign letter to the Water & Sewer Commission as presented.

Economic Development Committee (EDC)

Ricci said with the EDC being created by a town meeting vote to dissolve it requires the same action. The Planning Board has voted to dissolve the committee. Bragan will draft an article for town meeting.

Devens Economic Analysis Team (DEAT)

Ricci said upon completion of their final report it seems appropriate to dissolve this committee as well. This was a Selectmen created committee therefore it only requires a vote of the BoS. On a Blair/Wallace motion, the board voted unanimously to dissolve DEAT and send letters thanking them for their efforts.

All Boards meeting

The board members briefly discussed a few topics for discussion which will include updates on the Charter Commission and the Town Hall renovation project.

The meeting was adjourned at 9:00 pm

Documents referenced:

HB Communications proposal – dated 1.15.2016

HES compliance certificated – dated 1.27.2016

Bromfield parking lot – document outlining property ownership & pros dated 2.2.2016

Warrant articles – town admin dated 2.2.2016

Old lib volunteer forms – Magan dated 1.20.2016 Mikitarian dated 1.11.2016

Entertainment Lic application – dated 1.14.2016

Water/Sewer letter dated – 2.2.2016