



**Board of Selectmen
Minutes
Tuesday, March 1, 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.

Healing Garden –Perennial Walk Special Event request

Director of Development Nanci Bishop described the event they wish to hold on Sunday, May 22nd from 1pm to 4pm. The walk is to celebrate their 15 years of existence.

On a Sklar/Wallace motion, the board voted unanimously to approve the special event permit for the Virginia Thurston Healing Garden.

Conservation Commission appointment

Commission Chair Paul Willard introduced Jim Burns for appointment as associate member.

On a Wallace/Blair motion, the board voted unanimously to appoint Jim Burns as associate member on the Conservation Commission.

Devens Open Space & Recreation Committee

Lucy Wallace stated the committee was formed years ago after the reuse plan was established. Shirley resident Heidi Ricci is the chairperson. The committee, in conjunction with MassDevelopment, works on conservation restrictions, trails and many other recreation opportunities. Wallace spoke with both Marc Sevigny and Chip deVillafranca who have both submitted volunteer forms. On a Wallace/Sklar motion, the board voted unanimously to appoint Marc Sevigny and Chip deVillafranca to the Devens Open Space & Recreation Committee.

Town Hall project update

Committee members Laura Andrews and Connie Larrabee reported the project continues to be on schedule and under budget. She gave an update on the change order budget and major events happening through the end of the week.

Hildreth House project update

Andrews reported the preliminary design development documents were due by 2/26. The design team will complete their review by 3/3 and they plan to turn the building over to the contractor by 6/1. Larrabee said replacement of windows is ongoing. They expect 8 more to be installed this Saturday.

A walk through at town hall is scheduled on April 4th. A punch list will be developed from there.

On a Wallace/Swanton motion, the board voted unanimously to approve payment invoice dated Feb 12 for \$127,455.80.

Department of Public Works operations analysis

Sarah Concannon from the Collins Center for Public Management gave a presentation on the results of their management and operations analysis. She began by introducing herself, describing the center, their approach, goals and methodology. Concannon along with her team performed interviews, conducted observations of the department and collected available data. She commented on the department's very strong roadway management and maintenance program which includes a good long term plan with aggressive preventive maintenance. She admitted the data environment was not great as there was not a lot of information to analyze.

The report recommendations include management framework and practices, information technology and data, human resources, operations and alternative service delivery models.

She touched on a few key areas outlined below:

- The report suggests Harvard move toward data driven-management allowing for better collection and analyzation of vehicles and equipment. It also recommended implementation of an electronic payroll system.
- A staffing analysis recommends additional administrative support to assist in various ways and improve communication challenges with the public. This change will also improve communication with other boards/committees the DPW works with.
- Another recommendation is to build on the progress toward professionalizing and centralizing public building maintenance.
- Concannon also touched upon the internal communication issues at the department which may be a result of differing goals and objectives along with differing interpretations of management roles and responsibilities. Her structural analysis determined the working foreman position should be evaluated. It is unclear whether it is intended to be a management position or a crew leader position. This position is key to bridging the gap between staff and management.
- In terms of operations (cemetery, parks and ground maintenance) the report recommends asset inventory, development of work plans, procedure for communication regarding unforeseen and emergency work and periodic performance reports. This will improve the department's ability to work within these confines.
- The analysis included alternative service delivery models such as centralization, regionalization and privatization. A privatization assessment tool should be developed.

The board members were impressed with the report. They remarked on how detailed and thorough it was. They also liked that it included actionable items. Wallace asked Concannon's opinion on what recommendation should be addressed first. Concannon advised on resolving the management issues.

Transfer Station

Concannon recommended an updated cost analysis be completed and study done on the pros, cons, and feasibility of a pay-as-you-throw solid waste disposal system. She suggested a recommitment to the enforcement of stickers and investigation of an alternative to the punch card structure.

Sklar asked if she is aware of other smaller communities consolidating town and school municipal services. Concannon said she would look into this. The board thanked Concannon.

Town Administrator report

Bragan reported the Finance Committee booklet has been completed and sent off to the printer. He will have copies for the board at their next meeting.

Bragan reported the DPW and COA have been without internet access since last Thursday. He said Charter has determined there is an issue with a device at the schools. He is hopeful this will be fixed by tomorrow.

Bragan has received an official request from the COA to use the old library during their construction project. He will ask the board to address this at their next meeting.

Bragan will provide the board with an updated spreadsheet on the town hall project at their next meeting.

Apple Blossom Entertainment License

On a Wallace/Blair motion, the board voted unanimously to approve the Apple Blossom Festival on May 7th.

Transfer station sticker silent auction

On a Wallace/Blair motion, the board voted unanimously to donate a full priced transfer station sticker for the Schools Trust Gala.

Chapter 70 resolution

As a member of the Suburban Coalition Stu Sklar explained the resolution will demonstrate to our state representatives we support the Foundation Budget Review Commission's findings to fully fund Chapter 70 and also ask they adopt their recommendations.

On a Wallace/Blair motion, the board voted to endorse the resolution as presented.

(3-1-1, Ricci – Nay, Swanton - Abstain)

Compact group opportunities

The board instructed Bragan to provide them with recommendations for consideration at their next meeting.

Hildreth Elementary School (HES) building project

On a Blair/Swanton motion, the board voted to authorize the Chair or the Town Administrator to sign appropriate documents required by Massachusetts School Building Authority (MSBA) in support of the project.

On a Wallace/Swanton motion, the board voted unanimously to support article 23 regarding the HES building project.

Small project exception for Weston Development

On a Blair/Wallace motion, the board voted unanimously to endorse the small project exception for the project on Ayer road. Wallace asked if the board needed to formally express support for the project. The other board members did not think so although they all did express their support for the project.

Selectmen reports

Wallace reported the Old Library Accessibility Committee is having their first meeting on Wednesday afternoon.

Wallace announced the Master Plan is almost done and a public hearing will be held in Volunteers Hall on March 24th.

Ricci reported the Water & Sewer Commission has responded to his letter about capacity stating they are comfortable adding to the system however there are other variables to consider.

Sklar reported a meeting held on the HES project was held but sparsely attended.

Swanton reported the Capital Improvement and Investment Committee has finalized the numbers on the debt schedule. He will distribute for discussion at the next meeting.

Review of goals

Ricci briefly reviewed the goals noting those accomplished and those on-going. The list will be updated and posted to the town website.

The meeting was adjourned at 9:10pm.

Documents referenced:

Special Event request – Healing Garden – dated 01.14.2016

Appointments: volunteer forms: Burns dated 02.18.2016

Seigny dated 02.18.2016 and deVillafranca dated 02.19.2016

Town Hall & Hildreth update – dated 02.25.2016

DPW report – dated Feb 2016

Apple Blossom request – dated 02.16.2016

Chapter 70 resolution – 02.22.2016

Small project exemption letter – dated 03.01.2016