



**Board of Selectmen  
Minutes  
Tuesday, June 20, 2017 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 Stu Sklar, Kara McGuire Minar, Alice von Loesecke and Ken Swanton were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

**Planning Board appointment**

Planning Board member Fran Nickerson introduced Stacia Donahue for appointment. Donahue has a background in electrical engineering. By roll call vote, Swanton – Aye, Wallace – Aye, Sklar – Aye, von Loesecke – Aye, Minar – Aye, Nickerson – Aye, to appoint Stacia Donahue to the Planning Board.

**Finance Committee introduction**

Moderator Bob Eubank introduced Peter du Bois as the new associate member. Du Bois is a systems engineer and has extensive experience managing budgets.

**Town Hall & Hildreth House Committee final update**

*Hildreth House*

Committee Chair Rick Maiore reported the project has come to end with two final invoices to be paid. He said the contractor did a great job with the project coming in on budget and completing on time. An open house will be held on Sunday from 12pm to 3pm.

*Town Hall*

Maiore reported the stripping has been completed and the Town Administrator will facilitate the completion of the landscaping. The landscaping will include clean up and mostly grassy areas as an extension of the common.

On a Swanton/Minar motion, the board voted unanimously to approve payment invoices #10 and #11 for the Hildreth House construction project.

The board members thanked and congratulated the committee on successful completion of both projects.

Minar expressed concern over the runoff that is moving in a direction toward town hall. Bragan said he is working with the DPW Director to correct this.

Bragan also reported some of the fascia boards at the Hildreth House are rotted. He is working with the DPW Director on that as well so the gutters can be replaced.

**Housing @ Hildreth House update**

Maiore said the Planning Board has done a preliminary site plan review. The plan has 17 units with 1200 square feet of living space. They have had test pits dug and believe some will be able to accommodate full basements while other units will only have crawl spaces. The Planning Board had minor issues and questions about runoff, mailbox locations, parking for guests and location of the tent which will be used for storage by the fire department. Committee member Victor Normand said the clear vision for the development is housing for seniors with a minimum age requirement of 62. He indicated this project will not have a formal affordable housing

component. They plan to have a final preliminary site plan in hand so the town can maximize the sale price to a private developer. Normand explained that in order to assure that the vision materializes the town should develop a land disposition agreement that would live beyond the sale to the developer. Maiore said some units will accommodate a second floor but how this is determined will be at the developer's discretion. However, the disposition agreement will have certain requirements, such as first floor master bedrooms and doorways wide enough to accommodate walkers or wheelchairs. When the Request for Proposals (RFP) is drafted a marketing plan will be included as a required element of the proposal. They are also working on a provision in the event the developer fails to carry out the plan accordingly. The developer will have a great deal of freedom when it comes to design. Maiore said the committee is planning to have the RFP ready by September 1<sup>st</sup> with a deadline of receipt of proposals toward the end of that month and to have an award for action at the fall town meeting. He said the Board of Selectmen will need to surplus the land and grant the developer use of our private road to connect to the public roadway. A homeowners association will be set up for basic care of the roadway and landscaping/green space. The association will likely contract out for plowing and mowing. Committee member Hank Fitek said they are hopeful proceeds from the sale of this land will assist with phase 2 of the Hildreth House renovation project. Maiore said the committee approved a recent invoice from TTI Environmental for preliminary design plans. On a Swanton/Minar motion, the board voted unanimously to pay invoice for \$1,542 from the Rantoul account.

### **Annual appointments**

On a Swanton/von Loesecke motion, the board voted unanimously to appoint those who indicated yes on the first page.

On a Swanton/Minar motion, the board voted unanimously to appoint those who indicated yes on the second page.

On a Swanton/Minar motion, the board voted unanimously to appoint those who indicated yes including board of registrar.

Minar requested letters of thanks be sent to all those who are not seeking another term.

On a Swanton/von Loesecke motion, the board voted unanimously to appoint Ambulance squad listing.

On a Swanton/von Loesecke motion, the board voted unanimously to appoint employee listing.

Wallace asked if the Building Inspector would offer more office hours, as he has resigned as the Ayer Building Inspector.

### **Town Administrator report**

Bragan reminded the public the transfer station sticker deadline for the \$55 discount is quickly approaching. The town hall will be open on Friday, June 30<sup>th</sup> from 8:00am – 12:00pm to sell stickers.

Bragan reported the Architectural Access Board (AAB) has approved the variance for the old library accessibility committee.

Bragan said the town received notice from the Department of Housing and Community Development (DHCD) that our housing production plan has been approved.

Bragan announced the housing lottery for the units at The Elms on Stow Road is open. The deadline for submissions is August 7<sup>th</sup> and the lottery will be held on August 31<sup>st</sup>. An information night is scheduled for June 27<sup>th</sup> in Volunteers Hall.

Bragan announced the town will receive grant funds in the amount of \$249,972 from the Department of Energy Resources. This is due to the work of the Energy Advisory Committee.

Bragan will hold an employee appreciation luncheon at the Hildreth House on Wednesday, August 2<sup>nd</sup> from 12pm -2pm.

Bragan has filed the Community Compact and expects official award from the state sometime in July.

Bragan reported the town continues to have a triple AAA bond rating.

With the 4<sup>th</sup> of July holiday falling on a Tuesday this year, Bragan asked the board members if they objected to employees using their paid time off for Monday, July 3<sup>rd</sup> even if that meant possibly closing of the town hall. The board was agreeable.

Bragan suggested the Board of Selectmen try the budget process being proposed by the Charter Commission this year. He said many other communities follow this same process. This will require the board to have a proposed budget ready for Finance Committee by early December. The board members agreed this is a great way to try their idea. Bragan will discuss this further with the Finance Committee.

Bragan said with the sudden and unexpected departure of Town Clerk Amy McDougall the town was forced to seriously evaluate the Town Clerk position. After thoughtful consideration it was decided elimination of the Accounting Officer position was necessary in order to create a new position of Assistant Town Clerk/Accounting Clerk. This position will be reviewed by the Personnel Board on Thursday.

### **Survey work old library**

On a Swanton/Sklar motion, the board voted unanimously to authorize \$2,000 from the municipal buildings account for additional survey work by Ducharme & Dillis. Wallace said this will help refine the design and provide a more accurate cost estimate to make the old library fully accessible.

### **Board of Selectmen policies & procedures**

The board agreed to make changes in appendix c and under the minutes. The section with respect to agenda preparation will be reviewed again.

### **Special Event**

On a Swanton/Sklar motion, the board voted unanimously to approve the special event permit for the Braveheart bike ride on July 15<sup>th</sup>.

### **Complete Streets Program**

Minar said the Planning Board needs to apply for a \$30,000 grant to do design work for the town center. The DPW Director and Planner are working on the grant. She acknowledged the next step in the process may take more time requiring the need for a consultant.

On a von Loesecke/Minar motion, the board voted unanimously to endorse the Planning Board to apply for \$30,000 Mass Works for public works project grant under the Complete Streets Program.

### **Municipal borrowing**

Bragan reviewed the details of the borrowing. On a Swanton/von Loesecke motion, the board voted unanimously to adopt votes as written in memo dated June 20, 2017.

### **Fiscal 2018 draft goals**

Wallace provided a draft asking her fellow board members to review and develop a timeline and proposal for addressing their respective task(s) for consideration by the board in August. They will approve the draft goals at their next meeting.

### **Selectmen reports**

Sklar reported the War Monument Restoration Committee is seeking donations and grant funds to restore the flag pole base and WWI monument.

Swanton and Sklar attended a recent Charter Commission meeting to ask what problems they are trying to solve. The meeting went well and the commission intends on working closely with the Board of Selectmen. Swanton suggested they prepare a cover letter that summarizes revisions to the draft charter. They invited the commission to attend the July 11<sup>th</sup> meeting.

Swanton reported the Old Library Accessibility Committee will have the architect at their next meeting and expect them to complete their work by September 1<sup>st</sup>. They will be consulting with the Building Inspector and Fire Chief as work progresses.

Minar reported Planner Bill Scanlan is working on the next section of the Ayer Road traffic study. Traffic counts are expected to be completed in September.

Von Loesecke said the capital project for the fire ponds begins this summer with three locations being tested this summer. The Fire Chief will be working with the Conservation Commission and DPW Director.

Von Loesecke reported the Hildreth Elementary School Building Committee will begin focusing on the new direction of building a new building.

The meeting was adjourned at 9:15pm.

### **Documents referenced:**

Planning Board appointment – Donahue vol form dated 6.6.2017  
Finance Committee appointment – du Bois vol form dated 6.5.2017  
Classic payment requests #10 & #11 – dated 6.6.2017 & 6.14.2017  
Annual appointment lists – committee/board & employee for fiscal 18  
Ambulance roster dated 6.7.2017  
BoS policies & procedures – dated June 2017  
Bravehearts special event application – dated 6.15.2017  
Municipal borrowing memo – dated 6.22.2017  
FY18 goals – dated 6.18.2017