Board of Selectmen
Minutes
Tuesday, November 7, 2017 at 6:00pm
Town Hall Meeting Room

The meeting was called to order at 6:00pm by Chair Lucy Wallace in the Town Hall Meeting Room. Selectmen Ken Swanton, Stu Sklar and Kara McGuire Minar were in attendance as well as Town Administrator Tim Bragan and Assistant Town Administrator Marie Sobalvarro. Alice von Loesecke entered at 6:30pm and Executive Assistant Julie Doucet entered at 7:00pm.

Department Budget Reviews

Council on Aging

Director Debbie Thompson was present to review her expense and personnel budgets. They talked about funds for cleaning carpets at the Hildreth House and options with respect to a second MART van that could also act as a shuttle to the commuter station. Thompson indicated she has enough staff currently to provide the necessary services. She anticipates future needs to increase due to a growing population, increased services after phase two of the Hildreth House and likely more utilization of services by Devens residents.

Department of Public Works

Director Tim Kilhart reviewed his personnel budget. Bragan noted this is the first time in close to ten years staff turnover is not an issue. Kilhart said additional costs are necessary to meet DEP requirements for street sweepings and catch basin cleanings. He explained a police detail line item has been added and truck hauling costs have increased. He reviewed and answered questions on the highway construction & maintenance, snow & ice removal, waste collection & disposal and water department budgets.

Fire Department

Chief Rick Sicard reviewed his budgets and received some questions about the new Firefighter/EMT position. He explained some overtime will be necessary to accommodate evening meetings and further trainings. His expense budget includes increased funds for training.

Tanker truck award

On a Sklar/Swanton motion, the board voted unanimously to approve the purchase of a fire truck as outlined in the chief's letter dated November 1st.

Department Budget Reviews

Town Clerk

Marlene Kenney increased her expense account to include the addition of the charter to the town code if it passes at town meeting. Kenney is working to contract with an experienced vendor to facilitate the annual census mailing. She said many towns are doing this and it is a more efficient and user-friendly approach.

Finance Department

Finance Director David Nalchajian has three positions that have fully transitioned for FY19. He is increasing the overtime for the Assistant Town Clerk so she is able to help with town meetings, elections and possibly fill in if the Town Clerk is unavailable. The technology line includes all tech support, outsource networking, financial management software and Vision. Bragan explained all technology has been consolidated into the one technology account. Nalcharjian does not have an exact figure for school

business manager training. The professional services line will stay the same by continuing with the Regional Resources Group for assessing. They will continue with Harpers payroll as well. He expects to have actuals updated between now and December.

Police Department
Chief Denmark explained the roles of the administrative positons at the station. Swanton was concerned about the contractual increases for officers but it was explained the larger increases are due to the delay in contracts being finalized. Von Loesecke noted if they extended their contract in would then be in line with the others in town. They talked about overtime and details. The department is still in need of a new patrolman which they have been trying to fill for quite some time.

Broadband Committee update
Committee members Noyan Kinayman, Marybeth Marcello and Jim Dowson were present. The committee has been working to find viable methods to fulfill its charter without further impacting town finances.

They have been working on the following:

- Getting price estimates for the fiber-optic infrastructure
- Preparing high-level design requirements for the FTTH network
- Leasing options for dark fiber
- Research implementation of the municipal broadband in Concord MLP
- Internet usage of the Harvard Schools and Municipal buildings

There next steps will be:

- Researching approaches of independent funding of the project
- Developing a recommended governance model for the MLP

The committee will report back in the New Year.

Board of Health request
Board member Libby Levison was present on behalf of the Board of Health requesting permission to include a stable permit insert with the next tax bills being mailed.
On a Sklar/Minar motion, the board voted unanimously to approve stable permit reminder with January first tax bill.

Pay as you throw – SMART (save money and reduce trash) program
Sklar distributed a handout with information on the state program. He has met with the Board of Health and Irene Congdon from Mass DEP who are eager to present the plan here in Harvard. They will set a date in December or January for Congdon to come and give a presentation.

Minutes
On a Sklar/Swanton motion, the board voted unanimously to approve the 10/3 minutes, as amended. On a Sklar/Swanton motion, the board voted unanimously to approve the 10/17 minutes, as presented.

Eagle Scout proclamations
On a Sklar /von Loesecke motion, the board voted unanimously to endorse proclamations for Evan Bilafer & Elliot Stevenson

Unsafe property lien
Bragan explained the property at 95 Old Mill road has been in a hazardous situation. Notice was sent to the owners but with no response the town needed to take action. The DPW secured the property. An unsafe property lien will be placed on the property and it will go up for auction.
On a Swanton/von Loesecke motion, the board voted unanimously to authorize the chair to sign document to establish lien.

Town Administrator report
Bragan announced the Cultural Collaborative is requesting an annual entertainment license with carry-in therefore a hearing will be held at the next meeting.

Bragan announced the annual tax classification hearing to set the tax rate will also be held at the next meeting.

Bragan distributed a quarterly report with revenue and expenses.

Follow up from the Special Town Meeting
Lucy Wallace said the Housing @ Hildreth House Committee is scheduled to meet Thursday morning but she was not sure in light of the vote at the Special Town Meeting if it made sense for them to meet at all. She asked for guidance from her fellow board members. Members did not object to them meeting but it was obvious opinions differed on next steps or if there are even next steps to take. Minar expressed her concern about jeopardizing phase 2 of the Hildreth House. It was decided the committee would meet to debrief and Wallace would report back at the next meeting.

With the passing of the Old Library accessibility plan it was decided the current members on the committee should continue to see the process through construction. Wallace will draft a revised charge for consideration at the next meeting.

Complete streets
Sklar presented a funding program project prioritization plan prepared by Planner Bill Scanlan. The project are in no particular order. Sklar asked the board to vote to endorse the plan.

On a Sklar/Minar motion, the board voted unanimously to support the complete street prioritization plan for submission to the state.

The meeting was adjourned at 9:50pm.

Documents referenced:

Budgets dated November 2017: CoA, DPW, Fire, Town Clerk, Finance Dept., Police
Tanker truck – letter dated 11.1.2017
Broadband Committee status report – dated 11.7.2017
BoH flyer – dated dated 11.2.2017
SMART plan – handout dated 11.7.2017
Complete streets prioritization plan – dated 11.1.2017