



**Board of Selectmen  
Minutes  
Tuesday, August 11, 2015 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, Stu Sklar and Ken Swanton were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

### **Minutes**

On a Swanton/Sklar motion, the board voted unanimously to approve minutes of 7/14, as amended. (Wallace – abstained)

### **Lion's Club – Octoberfest Event**

Lion's Club members Bob O'Shea and Nat Beal were present along with General Store Manager Scott Hayward. The Lion's are interested in holding the event on Saturday, October 3<sup>rd</sup> on the land between the store and the church. They have spoken with the Park & Recreation Commission who approved their use of the land for this event. The event will be held from 5pm to 10pm with set up on the Friday prior. The Lion's will charge an admission fee to cover the cost of the food and donation to a charity of their choosing. They will prepare the food. They will seek an entertainment license for amplified music they will play through an Octoberfest radio station. Children will not be allowed to enter the area. Ken Swanton asked what the capacity will be. O'Shea said they have seating for 200 and another 50 standing. If they have more attendees a line will be formed. Parking will be at the schools. They plan to rope off the entire parking lot.

Discussion ensued around options for allowing liquor at the event. General Store Manager Scott Hayward said they originally discussed extending his Entertainment License and BYOB so his insurance could cover the liquor liability. This will not work because Hayward does not own the property. The Lion's cannot apply for a one-day liquor license due to the high insurance costs thus why they are trying to come up with an alternate solution. They will have liability coverage for the event but it does not cover liquor. Town Administrator Tim Bragan offered the idea of maybe the town leasing the property to Hayward then his insurance could cover the event. He will consult with Town Counsel on this.

An Entertainment license hearing will be held at the first meeting in September.

### **Town Hall construction project update**

Committee members were not in attendance therefore Town Administrator Tim Bragan gave the update. He stated the project is still on schedule.

Their report gave a schedule of events through mid-September which included:

- Request for Proposal for an architect for Hildreth project will be issued in September.
- With the removal of all the old siding, and roofing shingles the demolition phase will essentially be over.

- Preliminary hearing for the lift height variance is scheduled for Aug. 4. Final hearing will be late Aug. to early Sept. This will also affect the fire rating of the lift, if the variance is granted the lift passes only through one floor.
- The public communications activities will ramp up with additional photos and a date for the cupola installation.

Bragan said the 3<sup>rd</sup> application for payment from GVW has been reviewed and approved for payment by the architect and OPM.

Bragan reported all fire code issues have been resolved and the siding has been approved by the Historical Commission.

Bragan distributed a detailed spreadsheet tracking the budget.

On a Swanton/Wallace motion, the board voted unanimously to approve the 3<sup>rd</sup> application for payment.

### **Public Communication**

CK Bike owner, 1 Still River Road, Craig Kilmer asked the board to approve a sandwich board sign advertising his business outside his shop at 1 Still River Road (General Store building). Bragan confirmed he did receive Kilmer's request and is awaiting response from the Zoning Enforcement Officer on the allowable sign size. The Board will consider his request once it has heard from the Zoning Enforcement Officer.

### **Ambulance Squad appointments**

Bonnie Sweeney requested the appointment of Joan Ojemann and Cynthia Mahoney. On a Wallace/Sklar motion, the board voted unanimously to appoint Ojemann and Mahoney.

### **Town Administrator report**

Tim Bragan met with Energy Advisory Committee Chair Brian Smith and Finance Director Lorriane Leonard to discuss the recent grant the HEAC received. Smith was able to confirm any funds contributed by the town would not exceed \$20,000.

Bragan continues to investigate the various trust accounts the town has. He is working with the Finance Department on this.

Bragan informed the board Treasurer/Tax Collector Tammy Coller has given her notice. Advertisement to fill the position has already begun.

Bragan said the town has received approval to a requested variance to maintain the front entrance stairwell at the town hall. They also received approval to a requested variance for the lift.

Bragan reported on recent damage to the Fire Station and Hildreth House. He explained the Fire Station incident occurred on August 2<sup>nd</sup> when a firefighter was returning from a call. He was trying to straighten out the pumper truck when he backed into the wall between bays 2 and 3. He said the damage at the Hildreth House was due to a lightning strike on August 4<sup>th</sup>. Besides

damage to the building they also lost their phones and internet service. He has also been informed of some electrical issues at the Fire and Police Stations as well.

Bragan told the board the computer issues at the interim town hall have been corrected by Guardian Technologies with the help of IT Director Chris Boyle.

Bragan reported the installation of the water and sewer line to the Fire Station and Hildreth House has begun and should be done in a few weeks.

Bragan informed the board a motorcycle ride will be coming through town on August 30<sup>th</sup>. The Police Department is aware.

Bragan reminded the board he will be taking time off the week of August 24<sup>th</sup>.

### **Special Event request – Tour de Pond - Bare Hill Rowing Association**

Bare Hill Rowing President Pam Erdos and Program Director Holly Hatten were present. Hatten said the event will be held on Sunday, September 20<sup>th</sup> from 7:30am to 5:00pm. The Park & Recreation Commission is co-sponsoring the event and the Bare Hill Pond Watershed Committee also plans to provide some community outreach that day. Hatten described this as a fun community event. On a Wallace/Swanton motion, the board voted unanimously to place the Tour de Pond on the event calendar.

### **Proclamations**

The board signed two Eagle Scout proclamations for Pat Pesa and Peter Donaldson. Stu Sklar commented on how impressed he is with the projects they worked on. Pesa worked on the Shaker Cemetery gate and Donaldson worked on the accessibility ramp at the pond.

### **Resignations**

On a Wallace/Sklar motion, the board voted unanimously to accept resignations from Jennifer Holmes from the Personnel Board and Peter Warren from the Economic Development Committee and send letters of thanks.

### **Lion's Club – Fall Festival – Entertainment license**

On a Wallace/Sklar motion, the board voted unanimously to issue the Lion's Club an Entertainment License for the Fall Festival to be held on September 12<sup>th</sup> & 13<sup>th</sup>.

### **Veteran's prior year's expense**

On a Wallace/Swanton motion, the board voted unanimously to pay expenses from the Rantoul Trust account. The board did ask Bragan to investigate an alternate way to handle these types of situations by setting up a separate account for miscellaneous board expenses

### **Meeting schedule in September**

The board changed their meeting schedule in September to the 8<sup>th</sup> and 22<sup>nd</sup>.

### **Selectmen reports**

Lucy Wallace reported the Hildreth House window project is moving forward with the awarding of bids on Friday. Resident Wade Holtzman will lead a volunteer crew to install them.

Stu Sklar commented on the great job done to restore the Shaker Cemetery. He attended the ceremony which was held. Sklar also spoke highly of the longboarding event held this past weekend.

Ken Swanton suggested the board begin discussions related to one of their goals about the use of the second floor of Town Hall once the renovation project is done.

### **Review of goals**

Ron Ricci has met with Sklar, Bragan, DPW Director Rich Nota and Planner Bill Scanlon to further discuss traffic calming measures on Ayer Road. He said they are focusing near Poor Farm Road considering a possible roundabout. Wallace suggested they look at the small roundabout on Rt. 70 at Rt. 2 in Lancaster.

Bragan asked the board to provide him with any CPIC, CPC for budget items they may have for the upcoming budget season by the end of September.

The meeting was adjourned at 8:35pm.

### **Documents referenced:**

Octoberfest – email request dated 8.6.2015 with sketches of event area

THCC update – report dated 8.11.2015

Ambulance requests – dated 8.3.2015

Bare Hill Rowing special event request – dated 8.6.2015

Proclamation requests – dated 7.27.2015

Resignation letters – Warren dated 7.14.2015 & Holmes dated 8.4.2015

Fall Festival Entertainment License application – dated 6.29.2015

Veteran expense memo – dated 7.23.2015