



**Board of Selectmen
Minutes
Tuesday, September 8, 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, Ken Swanton and Leo Blair were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Finance Department appointments

Finance Director Lorraine Leonard introduced Amy Haley for appointment as the Treasurer/Tax Collector. Leonard said after reviewing 20 applications and conducting 4 interviews it was obvious Haley was the best choice.

Leonard explained due to the recent departure of the Assistant Assessor she is interested in restructuring the position. She asked the board to consider combining the Receptionist and Assistant Assessor positions. Leonard noticed the two positions did not have enough work to do therefore she wants to combine them to create one 35 hour a week position. She is recommending the current Receptionist Jared Aponte be appointed to this new position. Leonard noted this position will also fill in for the Town Clerk when she is not in. They are still conducting interviews to fill the Assistant Treasurer/Tax Collector position left vacant by Haley's promotion. She expects to have a name at the next meeting.

The board members asked a few questions. When Town Administrator Tim Bragan was asked if he agreed with the restructuring he was not supportive. His concern is for the body count in the department when it comes to coverage for vacations and other times when they are short staffed.

On a Blair/Sklar motion, the board voted unanimously to appoint Amy Haley as Treasurer/Tax Collector.

On a Blair/Ricci motion, the board voted to not take any action on appointment of the Assistant Assessor until they have a more compressive explanation on staffing needs.
(4/1 – Wallace, Nay)

Committee/Board appointments

Personnel Board

On a Wallace/Blair motion, the board voted unanimously to appoint Amy Haley as the employee representative to the Personnel Board.

Capital Planning & Investment Committee

Teresa Jardon was introduced for the vacant citizen at large position on CPIC. She is a fairly new resident to town and has an extensive background in Human Resources. She has met with members of the CPIC. On a Wallace/Blair motion, the board voted unanimously to appoint Teresa Jardon to the CPIC.

Cultural Council

Lucille Clerkin introduced herself for appointment to the council. Council Chair Alice Bartram was not present but did confirm the council's support of the appointment. Clerkin explained why she is interested in serving on the council. On a Wallace/Blair motion, the board voted unanimously to appoint Lucille Clerkin to the Cultural Council.

Historical Commission - Setting strategy and direction

Commission Chair Joe Theriault first requested the appointment of David Vannicola to the commission. On a Wallace/Swanton motion, the board voted unanimously to appoint David Vannicola to the commission.

Theriault then invited fellow commission members Moe Dancause and Pam Marston to join him. He took a moment to comment on the wonderful job done with the restoration of the Shaker Cemetery. He thanked the Cemetery Commission and DPW department for their efforts.

Theriault reviewed the commission's mission, findings from master planning, their preservation plan through 2020, upcoming actions and their annual budget.

Their report highlighted specific points of advice from the Master Plan:

- Implementation of a phased approach to inventory
- Determine maintenance needs for historic facilities
- Pursue other funding sources for building needs
- Identify properties that are at risk and protect
- Institute educational awareness program
- Survey archaeological properties
- Large, historic homes and buildings can be renovated to meet affordable housing needs.

To implement their preservation plan the commission will develop policies and procedures, create working groups, organize education & training program, create electronic file storage and use internet-based communication for commissioners, staff, historic district residents and community. Theriault understands the plan will be challenging without a sufficient amount of volunteers. He briefly reviewed upcoming actions they are working on such as CPC applications and warrant articles for next year's annual town meeting. Theriault also outlined their annual costs for administration, communication, contract support and operations.

The board thanked the commission for their efforts. Ken Swanton suggested they reach out to the Council on Aging and School Committee relative to their proposed warrant articles adding the Bromfield and Hildreth Houses to the local historic district. Ron Ricci offered the idea of using the Senior Work off Program as an avenue for assistance and he asked Theriault to meet with the Town Administrator about their IT needs.

Minutes

On a Wallace/Sklar motion, the board voted to approve the 8/11 minutes, as presented.
(4/1 – Blair, Abstained as he was not present)

Town Administrator report

Bragan informed the board the MMA will be holding their fall breakfast in Concord on October 16th. If anyone is interested in attending they need to let him know.

Bragan said the Planning Board is seeking input about potential protective bylaw changes or additions by October 15th.

Bragan reminded the board the liquor policy and fees will be on the agenda at the next meeting.

Bragan reported the Lion's Club has decided to not hold an Oktoberfest event this year.

Bragan informed the board our payroll company was found guilty of defrauding the IRS. Harvard's accounts were not involved.

Bragan received notice from MassDOT about the Jackson Road bridge replacement. He said they are willing to work with us on any concerns we may have. A start time has not been given.

Capital Planning & Investment Committee applications are due by Sept. 25th and Community Preservation applications are due Sept. 24th. Bragan is working on a CPC request to restore the base of the monument on the common along with the flag pole.

Bragan asked the board to send him any budgets items they may have as soon as possible.

Ride to Defeat ALS

On a Wallace/Blair motion, the board voted unanimously to approve the Ride to Defeat ALS on September 27th.

CK Bike sign

Bragan confirmed with the Building Inspector/Zoning Enforcement Officer the sandwich board sign was fine but must be taken in each night. The sign is not permanent.

On a Wallace/Sklar motion, the board voted unanimously to approve the sign request subject to conditions set by the Building Inspector.

The board briefly discussed the location of the dumpsters at the General Store. Bragan has sent a letter to the proprietor of the store who is working on a solution.

Property Tax Administration contract

On a Wallace/Sklar motion, the board voted unanimously to authorize the Chair to sign contract with Regional Resource Group.

Nashoba Valley Regional Dispatch agreement

On a Wallace/Blair motion, the board voted unanimously to accept Chapter 500 of the Acts of 2014 Chapter 6A Sections 18O to 18V.

On a Blair/Swanton motion, the board voted unanimously to approve the agreement.

Replacement of Finance Director

Bragan said in anticipation of Lorraine Leonard's retirement next June he asked the board to consider what the best course of action for replacing her is. They agreed it is necessary to have her replacement work with her at least 90 days prior to her departure. They decided to establish a working group consisting of the Town Administrator, Superintendent of Schools, Board of Selectmen member, School Committee member and a Finance Committee member.

Committee/Board future needs discussion

Leo Blair began the discussion suggesting the Economic Development Committee (EDC) and the Devens Economic Analysis Team (DEAT) could be eliminated. His rationale to dissolve the committees is they have both done a lot of work and collected data but no direct action is tied to their efforts nor does he see anything substantial on the horizon. He also recommended the Municipal Affordable Housing Trust (MAHT) be populated with two citizens at large and then the five members of the Board of Selectmen. He believes since affordable housing can be so controversial having the BoS involved will provide better communication to the public. He asked the board to consider his recommendations.

Lucy Wallace noted the EDC and MAHT were established by town meeting vote therefore any significant changes need to be handled at next year's ATM. The board members seemed open to making some changes. As liaison to DEAT and the Planning Board, Wallace will reach out to those committees for their feedback. Leo Blair will assist her with DEAT. The EDC is appointed by both the Planning Board and BoS. They also decided to formally eliminate the Transfer Station Committee as it is no longer necessary and currently only has one member. Wallace said it may be helpful to review other committee/boards with respect to the number of volunteers that are really needed.

Leo Blair and Ron Ricci will work together on any changes to the MAHT. The board will finalize their decisions at the next meeting and possibly make appointments to the MAHT.

Use of upper Town Hall after renovation

Ken Swanton noted one of the BoS goals this year is to organize appropriate outreach and provide recommendations for the best use for upstairs of Town Hall. He has spoken with the Town Hall & Hildreth House Construction Committee Chair Rick Maiore about this. Swanton is interested in the BoS reaffirming the use previously decided upon or begin discussions on alternatives. Determining the use for the second floor became more important to Swanton when he was assisting with the audio visual needs for this area. Swanton suggested organizing public outreach to discuss alternatives and hear other opinions. Lucy Wallace remembered the concept for the second floor included additional electrical chases and moveable partitions allowing for flexibility in how the space is used. She expected a more defined use to be realized once the building became operational again. Leo Blair remembered further discussion on the second floor would come later and he agrees with Swanton that later is now. Blair offered the idea of moving the school administration offices to the second floor. He would use the interim – town hall for meeting space calling it the 'Meeting House'. He views this as sensible choice considering many of the administrative functions are shared between the town and school. This would also alleviate the need for another building saving costs to the town. The board decided to coordinate a

meeting with the BoS, School Committee, public group interested in rectifying the community center idea and allow public input. Ron Ricci will work to coordinate this meeting.

Selectmen reports

Ron Ricci has heard reports of the issues with the newly resurfaced McCurdy track. Ricci and Sklar agreed to ask Park & Recreation Chair Wyona Lynch-McWhite to contact the interested parties and the contractor to find a solution.

**** On a Blair motion, the Board voted unanimously by a roll call vote: (Ricci –Aye, Sklar – Aye, Blair – Aye, Wallace - Aye) to enter into executive session at 9:15pm, as authorized by Chapter 30A, Section 21.6 of the Massachusetts General Laws, at a meeting for which 48-hours' notice has been given, to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and Section 21.2 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Following the executive session, the Board will reconvene into open session only to adjourn. ****

The meeting was adjourned at 9:45pm.

Documents referenced:

Appointments – volunteer forms – Jardon dated 6.12.2015
Clerkin dated 8.25.2015
Vannicola dated 2012 updated for 2015
Historical Commission report – dated 9.8.2015
Ride to Defeat ALS – Special Event application dated 8.25.2015
Property Tax Administration contract – dated July 2015
Nashoba Valley Regional Dispatch agreement – dated 8.17.2015
Upper Town Hall discussion – letter form Swanton dated 9.3.2015