



**Board of Selectmen  
Minutes  
Tuesday, September 23, 2014 at 7:00PM  
Town Hall Meeting Room**

The meeting was called to order at 7:00 PM by Chair, Stu Sklar in the Town Hall Meeting Room. Selectmen Lucy Wallace, Ron Ricci and Leo Blair were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

**SIAM PEPPER  
LIQUOR & COMMON VICTUALLER LICENSE HEARING**

Stu Sklar opened the hearing by reading the legal notice and inviting applicant Nick Kanti to come forward. Sklar said the license request is for an annual on premise beer and wine license to accompany a Common Victualler license. He then reviewed draft conditions to be attached to the license.

Sklar opened the hearing for public comment.

James Breslauer, 130 Poor Farm Road, said phase 1 of the Master Plan recommends more local restaurants. He believes a liquor license will assist the restaurant in being successful. He is strongly in favor of granting the licenses.

Larry Doe, 327 Ayer Road (Doe Orchards), spoke neither in favor nor against the license requests but did want to point out his home is in close proximity of the restaurant.

Applicant Nick Kanti said the restaurant is small with only 30 seats. He wants to offer their customers wine and beer to enjoy with their food. He plans to close the restaurant at 9:00pm each night.

On a Ricci/Wallace motion, the board voted unanimously to close the public comment portion of the public hearing.

Sklar asked if the board members had any questions.

Lucy Wallace asked about the status of the grease trap to be installed per Board of Health (BOH) requirements. Landlord Nick Deane said he is working with the BOH and engineers to prepare a design suitable. He expects the BOH to approve a design at their next meeting and will have the grease trap installed shortly thereafter. He estimated another month or so before the install is complete.

Sklar confirmed Police Chief Ed Denmark reviewed the license requests and has no issue with the hours of operation.

Sklar said the license will be renewed annually so if any issues arise they can be addressed.

Leo Blair asked for clarification on where in the building the restaurant will be located.

On a Wallace/Blair motion, the board voted unanimously to close the public hearing.

On a Wallace/Ricci motion, the board voted unanimously to grant application for liquor with conditions presented and issue of Common Victualler license to Siam Pepper.

### **TOWN ADMINISTRATOR REPORT**

Tim Bragan reported the Department of Transportation will be accepting bids for repairs to the Jackson Road Bridge. He has contacted them to find out more details about how the repairs will affect traffic flow on Route 2.

Bragan informed the board of an upcoming MassDevelopment Board of Directors meeting to be held on October 9<sup>th</sup>. He said it will begin as a regular meeting with a public portion starting at 1:00pm. Lucy Wallace proposed asking MassDevelopment to set aside a specific time for JBOS to be on their agenda. Leo Blair offered to contact Executive Vice President of Devens Operations George Ramirez about this. The board also suggested Bragan attend if his schedule allows.

Bragan reported the Department of Environmental Protection has awarded Harvard with a grant of \$1,400 for our high rate or recycling. The funds are to be used for the transfer station.

Bragan said next week Stack & Hughes will be making a repair to the protrusion on the back roof of town hall.

### **APPOINTMENTS**

#### *Bare Hill Pond Watershed Management Committee*

Park & Recreation Commission member Steve Gordon attended the meeting to express his interest in also serving on the Bare Hill Pond Watershed Management Committee. His appointment has been endorsed by the Pond Committee. Leo Blair expressed concern over Gordon being able to serve on both committees given he has a child who participates in the rowing program. Blair expects negotiations between Bare Hill Rowing and the town to begin prior to their summer season. Gordon said he has filed a nondisclosure form with the Town Clerk and assured the board he would recuse himself if need be. Gordon said he uses the pond frequently as an avid boater and has participated in fish studies during the drawdown. He views the pond as a great resource and is eager to help out. Ricci stated he was concerned initially but after speaking with Gordon he is confident he will do a good job. On a Wallace/Ricci motion, the board voted to appoint Steve Gordon to the Bare Hill Pond Watershed Management Committee.

(3-1 vote, Blair – Nay)

### *Capital Planning & Investment Committee*

Bragan presented Keith Cheveralls for appointment to the citizen at large position on the committee. Bragan explained Cheveralls was sorry he was unable to attend. Lucy Wallace expressed concern about the appointment due to his wife working for the school department and that he was formerly been the School Committee representative. On a Ricci/Blair motion, the board voted to appoint Keith Cheveralls to the Capital Planning & Investment Committee. (3-1 vote, Wallace – Nay)

### **HILDRETH HOUSE IMPROVEMENT COMMITTEE**

Committee members Laura Andrews, Pat Jennings, David Vannicola, Connie Larrabee and Fran Nickerson were present to provide an update to the board. Co-Chair Connie Larrabee reported the committee has continued working with LLB on a phasing plan to renovate and expand the Hildreth House. She said their primary concern is for the safety and welfare of those using the building. She explained the two phase plan is designed to address the critical needs of the building first.

Phase 1 will include:

- A lift to the second floor to provide access to programs and confidential services
- Safe, level parking for up to 30 cars
- Adequate outdoor lighting
- Necessary driveway improvement
- A handicap-accessible restroom on the second floor
- A sloped walkway to provide access to a new rear entrance
- Wheelchair access at all first-floor entrances
- Extension of the covered porch
- Enlarged storm water retention area
- Reconfigured pantry area

**The estimated cost of Phase One is \$1.6 million if work begins in 2015.**

Phase Two will include:

- Renovated, code-compliant kitchen;
- Two handicap-accessible rest rooms on the first floor
- New dining room with seating for 35-45 people
- Multipurpose room on the second floor
- New main entrance on the east side of the building
- New egress stair in addition
- First floor storage-pantry
- Renovation of existing systems

**The estimated cost of Phase Two is \$2.6 million if work begins in 2017.**

If the whole project is done at once, starting in 2015, the estimated cost is \$3.6 M. If the project is phased in 2015 and 2017, the total estimated cost would be \$4.2M. The additional cost of doing two separate projects is \$567,277.

The committee is recommending phase 1 of the project be on the 2015 Annual Town Meeting warrant and urge the Board of Selectmen to support the funding.

Larrabee reported no bids were received for the window replacement at Hildreth House. David Vannicola explained the job is not very appealing due to state requirements under the prevailing wage and public procurement laws. Bragan told the committee their CPC funds do not expire until June 30, 2016 allowing them additional time to explore how best to proceed.

Larrabee said the committee continues to find ways to reduce the project cost. They have decided it is not essential to level off the ground in the front of the Hildreth House for additional parking spaces. They are confident the current layout can accommodate the spaces required. She said this will also eliminate any blasting for ledge which can be very costly.

Stu Sklar asked if the building would be used during renovation. Larrabee said outside work should not hinder access to the building but interior work may. Wallace suggested they ask if the churches may be willing to offer space if need be.

As liaison to the HHIC, Wallace said 60% of the town's population is eligible to utilize Council on Aging (COA) programs. She pointed out the need for transportation (MART van), health screenings and outreach have substantially increased in the years. She said the committee recognizes there is a real need for COA services in town thus the need to move forward on the renovation project.

Bragan offered to discuss options for the window replacement project with the towns Chief Procurement Officer Lorraine Leonard.

Leo Blair reported the Municipal Affordable Housing Trust is interested in working with stakeholders to develop a plan for senior housing on the land near the Hildreth House. He said the trust will be seeking funds from CPC for schematic design and he also believes some of the funds may be able to provide some relief for this project. Lucy added that housing will be dependent on excess capacity, if any in the town center treatment facility.

### **DPW CONTRACT**

On a Ricci/Wallace motion, the board voted unanimously to ratify the DPW contract subject to funding.

### **RESIGNATIONS**

On a Wallace/Ricci motion, the board voted unanimously to accept resignations from Pat Nelson and Joe Schmidt from the Park & Recreation Commission and Tim Schmoyer from the Planning Board and send letters of thanks.

## **SOLID WASTE HAULING & DISPOSAL SERVICES**

On a Wallace/Blair motion, the board voted unanimously to award solid waste hauling and disposal to Allied Waste for three years as specified in letter from DPW Director Rich Nota dated September 11, 2014.

## **ANNUAL TOWN MEETING DATE**

After some discussion and debate over holding the ATM on a week night or on a Saturday the following motion was made:

On a Wallace/Blair motion, the board voted unanimously to hold the ATM on Saturday, March 28<sup>th</sup>.

## **CABLE LICENSE TRANSFER – Public input**

The board briefly reviewed the three public comments received by the Selectmen's office. No other public comments were received. The board will formally vote on the transfer at their October 7<sup>th</sup> meeting.

## **SELECTMEN REPORTS**

### *CPIC*

Leo Blair reported the Capital Planning & Investment Committee is scheduled to meet Thursday mornings with their first meeting this week.

### *MAHT*

Blair reported the MAHT has received 1 formal request on the Poor Farm property located at 166 Littleton Road. The trust has designated two trustees to work on the details of the proposal to determine if a contractual arrangement can be made.

### *Harbormaster forum*

Ron Ricci reported the Harbormaster Forum held on Monday night had a good turnout with about 60 to 70 residents in attendance. He complimented Harbormaster Bob O'Shea on his presentation and the way he ran the forum. During the forum various issues were discussed from safety to balance of use on the pond. Ricci said one item that came up for discussion is currently there are no provisions in the bylaws for violation of rules on the pond and no method of enforcement. He offered to develop some suggestions from warnings to monetary fines. Overall he was pleased with the forum and was encouraged to know everyone is willing to work together to share enjoyment of the pond.

### *Planning Board*

Lucy Wallace reported on the grocery store public form. She said the forum was well attended with the majority of those in attendance opposed a large grocery store coming to Harvard.

### *Master Plan Steering Committee (MPSC)*

Wallace reported the MPSC will be hosting two forums:

November 15<sup>th</sup> - Devens

December 6<sup>th</sup> – presentation of the draft Master Plan for public feedback

### *Bikes Not Bombs*

Stu Sklar said he was approached at the Farmers Market about placing a shed at the Transfer Station for collection of bikes for this charity. He has spoken with the DPW Director and he did not have a problem with it. Sklar asked if the board members had any objections. They did not.

### *School Committee*

Sklar reported the School Committee is not in favor of sharing a facility maintenance person.

Sklar reported the School Committee has decided to abandon the Bromfield House within the next couple of years and have expressed an interest in possibly occupying the first floor of town hall for office space.

## **TOWN HALL UPDATE**

The board discussed their thoughts on the Envelope Assessment report from John Holland. They all agreed his report was very thorough and gave them a real understanding of the condition of the building and ways to approach restoring it. Bragan has distributed the report to LLB and the Building Inspector. He is working to coordinate a meeting with all three. Wallace said she has a better understanding of what needs to be addressed sooner rather than later to prevent further deterioration.

Stu Sklar asked the board for guidance on a path forward. Lucy Wallace said at this point we really need to decide what is the best course of action a Special Town Meeting or Ballot Question? Wallace is intrigued by the latest development of the School Committee's interest in the first floor of town hall. Wallace suggested the board consider waiting until the spring town meeting to approach the public again when we have better information and a clearer direction having gone out for bid and gotten actual costs. Tim Bragan reminded the board of their previous vote taken in August which authorized architects to spend up to \$63,000 for detail design documents and to suspend any further expenditures until such time we convene a Special Town Meeting to seek input from the voters to occur no later than October 31. Ron Ricci expects bid estimates based on the detail design plans to be in by the end of October at which time we need to determine how far we go with the building renovation. He is concerned about using funds to renovate the building and then having to go back to the town for approval of a lease because we cannot use the building as originally presented. Leo Blair is convinced if we go forward with option 1B most of the money will be spent on the exterior of the building however he is confident the public supports restoration of the exterior of the building. He said if we can get the building in better condition than we can focus on deciding what the ultimate use of the building will be.

Blair listed the following as a baseline for repairs:

1. Roof
2. Removal of chimneys
3. Remove cupola
4. Siding

5. Gutters
6. Insulation (with options) vapor barrier (conveyer out excess material)
7. Carrying beams in rear addition
8. Southeast corner

Blair said once the baseline is finished we can develop a list of alternate items to be considered such as windows, electrical and lift for second floor. His understanding is many of these items are considered repairs which do not trigger ADA compliance. He said handicap access can still be met with an outside ramp. For a second time, Blair said he cannot imagine anyone being offended with these type of repairs. They are sensible and necessary regardless of how the building is used. Blair is optimistic bids for the baseline work will come in well under budget.

Bragan told the board he has several other items which require action at a Special Town Meeting this fall. The board members decided against any ballot questions but will hold a Special Town Meeting. There was no decision on a vote on the Town Hall or an update and sense of the meeting at the Special Town Meeting.

On a Ricci/Blair motion, the board voted unanimously to call a Special Town Meeting on October 29<sup>th</sup> at 7pm in the Cronin Auditorium at Bromfield.

The meeting was adjourned at 10:00pm.

Documents referenced:

**SIAM PEPPER** – applications dated 7.23.2014, conditions dated 9.23.2014

**APPOINTMENTS** - Gordon volunteer form dated 9.16.214

Cheveralls volunteer form dated 9.6.2014

**HILDRETH HOUSE IMPROVEMENT COMMITTEE** – report dated 9.14.2014

**RESIGNATIONS** – Nelson letter dated 9.16.2014, Schmidt letter dated 9.16.2014,

Schmoyer letter dated 9.17.2014

**SOLID WASTE HAULING & DISPOSAL SERVICES** – letter dated 9.11.204