



Board of Selectmen
Minutes
Tuesday, November 4, 2014 at 7:00pm
Town Hall Meeting Room

The meeting was called to order at 7:00PM 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.

MINUTES

On a Wallace/Blair motion, the board voted unanimously to approve minutes of 10/21, as amended.

On a Wallace/Blair motion, the board voted unanimously to approve minutes of 10/27, as presented.

UPGRADED RADIO REQUEST

Police Chief Ed Denmark reported after his recent capital request to replace the current portable radio system he was asked to investigate the cost of upgrading to a UHF radio system. He explained this type of system will provide direct communication with the Fire and Ambulance departments. The \$80,000 price tag includes the complete installation and all necessary equipment. He plans to retain the current system for back up. Denmark expects to get ten or more years out of the radios.

ALTERNATE PUBLIC WATER SUPPLY

Water/Sewer Commission members Rick Maiore, Kyle Hedrick and Cindy Russo attended the meeting to ask the board if they would support investigation into an alternate public water source. Maiore pointed out this is not an immediate need however our existing well does not meet present standards and if a catastrophic event occurred our water supply could be in serious jeopardy. The Selectmen agreed this was a good idea and instructed the commission to draft a charge creating a committee to work on this and solicit qualified volunteers. The commission plans to present a draft to the Selectmen for approval at their next meeting.

PLANNING BOARD APPOINTMENT

Planning Board members Erin McBee, Joe Hutchinson and Don Graham were present to recommend appointment of former Planning Board member Michelle Catalina to fill the vacancy left by Tim Schmoyer. By a roll call vote, Ricci – Aye, Blair – Aye, Wallace - Aye, McBee – Aye, Graham – Aye, Hutchinson – Aye, the boards voted unanimously to appoint Michelle Catalina to a term which expires at the next town election.

PARK AND RECREATION COMMISSISON APPOINTMENTS

Committee Chair Wyona Lynch-McWhite was present to recommend the appointment of Doug Thornton and Elizabeth McGrath to the commission. Each applicant took a moment to express why they are interested in serving on the commission.

By a roll call vote, Ricci – Aye, Blair – Aye, Wallace – Aye, Sklar – Aye, Lynch-McWhite – Aye, the boards voted unanimously to appoint Doug Thornton and Elizabeth McGrath to the commission through the next election.

SUPER TOWN MEETING – DEVENS ZONING CHANGES

Leo Blair outlined the proposal to include essentially four changes:

- 1) Allow senior living in Shirley Village Growth
- 2) Allow health care uses in additional districts
- 3) Adams Circle zoning swap
- 4) Allow commercial uses at Grant Road

Blair explained MassDevelopment will conduct public forums in all three communities to review the proposal and address any questions. Ed Starzec from MassDevelopment was in attendance and confirmed forums are scheduled in Ayer and Shirley over the next couple of weeks. Lucy Wallace was reluctant to try and schedule this prior to the holidays. She is concerned there would be low attendance. Ron Ricci is interested in meeting with the other communities to discuss additional items to be considered at a Super Town Meeting such as Shirley being removed from the DREZ. Blair said as a practical matter working to make change incrementally will be more effective than trying to solve the bigger Devens picture. Adding additional items will almost certainly end consideration of the requested zoning changes. The board members expressed conflicting views on what is the best approach moving forward. It was decided further discussion at a JBOS meeting was necessary. They decided to set up a meeting in Shirley with the Select Boards on December 18th. They set a tentative date of January 8th to hold a public forum.

TOWN ADMINISTRATOR REPORT

Bragan distributed the Selectmen budgets. He pointed out the Selectmen purchase of services account has been increased \$10,000 for the departmental audits which will begin in FY 2016. He said the video conferencing (\$10,000-\$15,000) and smart board (\$2,000-\$5,000) will be handled as small warrant articles. He asked what the board wanted to do with the piano repair considering recent developments on the town hall renovation. They instructed him to include that as a small warrant article as well.

DOCUMENT STORAGE

Leo Blair offered the idea of moving documents stored in upper town hall and in the old ambulance building (vault) to the lower level of the old library. Tim Bragan said the Secretary of State's Office have specific requirements for vaults, such as climate control and fire suppression pertaining to permanent document storage. He pointed out much of the documents in upper town hall are from the building department and Board of Health which are permanent records and would fall under these guidelines.

CAPITAL REQUESTS

Bragan said the Capital Planning and Investment Committee is interested in which requests the Board of Selectmen support.

Fire Department

On a Blair/Ricci motion, the board voted unanimously to remove the \$750,000 and \$20,000 for study & refurb of the fire station from the capital plan.

On a Ricci/Blair motion, the board voted unanimously to support replacing the tanker truck.

Police Department

On a Ricci/Wallace motion, the board voted unanimously to support the Police Chief's request for \$80,000 to upgrade the radio system to UHF.

On a Wallace/Blair motion, the board voted unanimously to support new cruiser in fiscal 2016.

Public Works

On a Ricci/Wallace motion, the board voted to support continuation of the previously approved roadway plan. (Blair – Abstain) Blair only abstained because he questioned how recurring capital items such as this item are handled. Bragan took some time to explain how items qualify under capital.

On a Wallace/Blair motion, the board voted unanimously to not support roadside tree clearing. They suggested it be moved to the DPW operational budget. Wallace noted it is confusing that items considered as maintenance are included as a capital request.

Equipment

On a Ricci/Wallace motion, the board voted unanimously to support capital item for \$175,000.

On a Ricci/Wallace motion, the board voted unanimous to support the next three items. (Transfer catch basin, trash compactor, and mower)

Public Works Facilities

On a Blair/Ricci motion, the board voted unanimously to approve \$35,000 for fuel depot.

On a Blair/Ricci motion, the board voted unanimously to not approve \$25,000 for programming & conceptual design and ask the DPW Director to come back with a proposal to rehab the existing building for consideration next year.

Public Works Asset Management

Wallace was unclear why software is considered a capital item. She wondered if it made more sense as a small warrant article.

On a Blair/Wallace motion, the board voted unanimously to move the \$27,500 to the operating budget as small warrant article.

Water Department

Ricci explained why this request has been included based on information given to the Water commission. On a Ricci/Wallace motion, the board voted unanimously to support those items as discussed with the Water Commissioners approve capital request. (Scada System)

Cemetery Department

Cemetery Roads

On a Ricci/Blair motion, the board voted to approve \$20,000 as capital.

Council on Aging – Hildreth House

Lucy Wallace explained the amounts have been revised to \$1.4M in the first year and \$2.8M in the second year. Wallace said the committee is requesting if the whole project is not funded in year one it be split into two phases. She noted that keeping it a single project of \$3.9 million would save approximately \$571,000.

Blair made a motion to recommend capital consider phase 1 for \$1.4M and consideration of phase 2 be deferred. Sklar seconded for further discussion. Wallace said if the project is done in phases she wants it to be very clear there will be additional costs (approximately \$571,000). Blair and Sklar agreed phase 1 makes sense because it focuses on accessibility, safety and code compliance issues that must be addressed. Ricci said he will not support this project in phases or as a whole until the town hall project is complete. Ricci expressed concerned about the affordability of Harvard. Wallace advocated for the seniors in town who are paying a substantial amount of the taxes and utilize services provided by the COA.

The board voted to have capital consider phase 1 for \$1.4M. (3-1, Ricci – Nay)

GRAPEVINE CHANGE IN HOURS - LIQUOR LICENSE

On a Wallace/Ricci motion, the board voted unanimously to allow the Grapevine to open at 10am on Sundays.

SPECIAL TOWN MEETING FOLLOW UP

Tim Bragan reported the Owners Project Manager (OPM) Request for Proposal (RFP) has been prepared with submissions due back on December 4th.

He confirmed appointment letters have been sent to the Town Hall Construction Committee members instructed them to see the Town Clerk to be appointed.

Bragan reminded the board members to be mindful of managing expectations as we move forward with the design drawings and with consideration to the add alternates (cupola & windows). He expects LLB will have the designs completed by mid-November.

Bragan said the committee will report to the Selectmen on a monthly basis. He asked the board to appoint him as liaison. He said with the help of the Assistant Town Administrator and Executive Assistant the committee will have all the support they need.

On a Blair/Ricci motion, the board voted unanimously to appoint Town Administrator Tim Bragan as liaison to the committee.

The committee's first order of business will be reviewing responses to the RFP for an OPM and making a recommendation to the BOS. Once the OPM is on board, Bragan said the committee will begin to review the cost estimates and design drawings. He expects a recommendation to the board at their December 16th meeting.

Leo Blair distributed a square footage comparison prepared by LLB of the current plan allocated by category. He said it appears the volunteer space could be satisfied in option 1B.

Bragan asked the board about where they see the town hall staff moving during the renovation. He believes the most affordable option would be the old library. He asked if 200 Ayer Road was off the table. The board instructed him to find out if 200 Ayer Road can be leased for 18 months.

**** On a Ricci motion, the Board voted unanimously by a roll call vote: (Ricci –Aye, Sklar – Aye, Blair – Aye, Wallace - Aye) to enter into executive session at 9:50pm, 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. Following the executive session, the Board will reconvene into open session only to adjourn. ****

The board adjourned into executive session at 10:00pm.

Documents referenced:

Appointments: Catalina volunteer form dated 10.7.2014
Payne volunteer form dated 10.2.2014
Thornton volunteer form dated 9.29.2014

Devens Zoning changes: proposal dated 10.31.2014, PowerPoint dated 7.10.2014
Capital requests: FY16-20
Grapevine: request dated 10.23.2014