



**Board of Selectmen  
Minutes  
Tuesday, September 20, 2016 at 7:00pm  
Town Hall Meeting Room**

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

**Minutes**

On a Wallace/Sklar motion, the board approved the minutes, as presented.

**Ambulance appointment**

Ambulance representative Bonnie Sweeney made the request for four new members.

On a Wallace/Ricci motion, the board voted unanimously to appoint four new members as listed in handout.

**Hildreth House update**

Committee member Laura Andrews reported the project is on schedule and has several change orders totally \$23,000. She reviewed the major events coming up. She indicated the committee is asking the Planning Board to remove its condition to require a curb for Phase 1. They have determined neither the Fire Chief nor the Police Chief believe a curb is necessary. The committee has sent a letter regarding this. Swanton has set up a meeting for Friday morning to discuss this further. The committee is reviewing traffic plans to the Hildreth House and recommendation for a one way entrance from Ayer Road. She explained the road width between the rock beehives is 18 feet six inches, more narrow than the 20 feet required for a fire lane. If the state fire marshal does not approve an exception, one of the beehives will have to be moved. They will work with the Historical Commission if the move is necessary.

**Energy Advisory Committee appointment**

Committee Chair Brian Smith introduced Anya Begue for appointment as their student member.

On a Sklar/von Loesecke motion, the board voted unanimously to appoint Anya Begue to the Energy Advisory Committee.

**Cable Committee Special Town Meeting article**

Cable Committee Chair Bill Johnson attended the meeting to explain the process for using a Special Town Meeting article to change their appropriation of funds from a receipts restricted account to a spending account for all equipment purchases. He worked with Bragan on this approach of applying new accounting practices. Bragan will draft the warrant article and speak to this procedural change if need be.

**Town Administrator's report**

Bragan reported A.M. Fogarty will update the cost estimates for Phase 2 of the Hildreth House project. This will cost \$2,000.00.

Bragan told the board to expect the Collins Center report on the Fire Department and Ambulance at their November 15<sup>th</sup> meeting.

Bragan explained why the raised curbing was necessary on Bolton Road. He said the berms were created to funnel water into collection points. This will help with icing in the winter and protect the roadway. It will also stop salt and sand from entering the wetlands. He said a centerline will be painted on the roadway.

Bragan received a letter from CASE Collaborative expressing interest in renting the old library.

Bragan informed the board of an article request for the Special Town Meeting from the Council on Aging board to create an alternate position.

Bragan said Town Counsel Mark Lanza has been working on a title search for the old library and abutting properties. He has found no easements. Lanza recommended a ground survey of the boundary line between the old library site and the McClellan's.

Bragan met with Brother Anthony, DPW Director Rich Nota and Police Chief Ed Denmark to review St. Benedict's crosswalk request. They visited the site and are recommending installation of a pedestrian crossing with lights. On a Ricci/Sklar motion, the board voted unanimously to authorize Brother Anthony to install lights and crosswalk.

Bragan reported the newly designed website will be going live the end of this week but work will be ongoing as adjustments are made.

Bragan reported an affordable unit at 15 Littleton Road will be going up for sale therefore the Selectmen will need to act on their right of first refusal at the October 4<sup>th</sup> meeting.

#### **Memorandum of Understanding (MOU) – Finance Director**

Swanton presented the revised MOU which was worked on with the Superintendent and School Committee Chair. He reported the School Committee has voted unanimously to approve the MOU. He explained this version includes a part-time Assistant School Business Manager. Sklar confirmed the Assistant School Business Manager will not be a benefited position. On a Wallace/Sklar motion, the board voted unanimously to endorse MOU between School Committee and Town in sharing the Finance Director position.

#### **MRPC – Hazardous Mitigation Plan**

After receiving further explanation and detail from Town Planner Bill Scanlan on the Hazardous Mitigation Plan the board was ready to vote. On a Wallace/Ricci motion, the board voted unanimously to authorize the chair to sign the resolution.

#### **Town Clerk job description**

Wallace developed the job description with Janet Vellante and Marie Sobalvarro. She reported the description was reviewed by the Personnel Board and graded a step nine. On a Ricci/von Loesecke motion, the board voted unanimously to accept the job description prepared by Janet, Marie and Tim and as approved by the Personnel Board for the Town Clerk.

#### **Create committee to investigate feasibility of moderate process senior housing**

Wallace distributed a draft charge which is similar to the one drafted for the Hildreth House Improvement Committee. Ricci suggested focusing first on developing guidelines for sale of the property for consideration at the spring Annual Town Meeting. He noted we already know the capacity available from the Water/Sewer Commission and the Planning Board is moving forward on creation of an overlay district. First, he wants to focus on getting permission to sell and then the committee can focus their efforts on detail of an RFP (request for proposals). Wallace and Ricci will work to refine the charge into two specific phases. They will finalize the charge for approval at the next meeting. On a Ricci/Sklar motion, the board voted unanimously to appoint seven persons as defined in charge.

#### **Proposal to focus Municipal Affordable Housing Trust efforts on funding rather than initiating projects.**

Ricci provided his fellow board members with some options to consider:

- Limit MAHTF activity to subsidizing projects initiated by third-parties similar to that done

- at Bowers Brook. This could include subsidizing Affordable Accessory Apartments (AAA).
- Require BOS approval for major projects (except for AAA conversions)
- Reduce number of Trustees to five including one Selectman.
- Include member of Planning Board on MAHTF.
- Having town maintain funds using the warrant system.
- Assume responsibility with help from Planning Board of maintaining SHI and affordable housing production plan.
- Requiring Town Meeting approval for future changes to Declaration of Trust.

The board members discussed his proposal. He will review the list with the trust members at an upcoming meeting. Wallace cautioned having too much oversight over an appointed committee.

### **MassDevelopment Field sharing update**

Von Loesecke has met with Senior Vice President at MassDevelopment Thatcher Kezer. They have offered Harvard use of at the Willard Park complex for a reduced rate. Von Loesecke said this is a fair reasonable rate as opposed to building another field in town. A rental agreement is required along with the appropriate insurance naming Devens as additional insured. As the Park & Rec liaison, Sklar will bring the idea to the commission. Von Loesecke will help facilitate the process. They will also discuss with the Harvard Athletic Association.

### **Town Hall meeting room audio**

Swanton began stating the audio has improved. Everyone agreed the acoustics are complicated and improvements are necessary. The Town Hall and Hildreth House Construction Committee has added this to their list of unfinished items on the Town Hall project.

### **Selectmen reports**

Ricci reported the Conservation Commission will vote at their October 6<sup>th</sup> meeting on the land swap to accommodate a potential roundabout. If they vote favorably a vote will be necessary at the Annual Town Meeting. Sklar said they are investigating all options of possible road calming measures.

### **Goals**

Swanton reviewed goals for discussion at the next meeting.

The meeting was adjourned at 9:15pm.

Documents referenced:

- Ambulance appointment – dated 9.14.2016
- Hildreth House updated – dated 9.20.2016
- Energy Ad appointment Begue vol form – dated 9.10.2016
- Cable spreadsheet – dated 9.15.2016
- MOU – dated 9.16.2016
- MRPC – memos dated 9.13.2016 & 9.20.2016
- Town Clerk job desp. – dated 9.7.2016
- Senior housing committee draft charge – dated 9.14.2016
- MAHT proposal – 9.13.2016