



**Board of Selectmen
Minutes
Tuesday, May 3, 2016 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, Ken Swanton, Stu Sklar and Alice von Loesecke were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Minutes

On a Sklar/Wallace motion, the board voted to approve the minutes of 4/5, as presented.

On a Wallace/Swanton motion, the board voted to approve the minutes of 4/12, as presented.

Von Loesecke abstained from voting on the minutes as she was not on the board at this time.

Finance Committee introduction

Moderator Robert Eubank introduced Charles Oliver as the new associate member on the Finance Committee. Oliver is a new resident to town who is exciting to volunteer and learn more about the community while doing it.

Public communication

Alan Frazer, 157 Bolton Road, gave his thoughts on the recent town meeting. He said he had zero issue with what voters decided with respect to article 22 however he does take issue with elected official's unnecessarily creating a phantom cost overrun on the Hildreth House project. He said free cash is neither free or cash and this type of situation requires leadership. He referred to the letter Lucy Wallace had written in the local newspaper where she indicated she was approached about the Hildreth House cost overruns. He is upset this was not communicated to CPIC. He said the CPIC minutes from their meeting prior to the annual town meeting indicate Wallace approached them to make an open ended commitment to the Hildreth House. He described CPIC as being blindsided. He commended CPIC Chair for standing strong in a hostile environment. Frazer said CPIC has fully supported the Hildreth House and one CPIC member is also a Selectmen. He gave two comments about the debate at the annual town meeting. First, he questioned some of the procedures used such as a motion to move a question midstream. Frazer referred to a letter in the paper from another resident who does not agree with the Town Administrator's interpretation of the CPIC bylaw limiting the use of free cash for the Hildreth House project unless moved into the capital stabilization fund. He felt this was misleading to the casual reader. He also noted article 22 was recommended by the Finance Committee and not CPIC. He saw a huge lack of respect and trust at the annual town meeting. Frazer is a former member of the Finance Committee and CPIC. He believes there is plenty of middle ground and is hopeful the Selectmen collectively support the CPIC process and never override the interest of the voters.

Town Administrator report

Bragan reported the Town Hall renovation project has been declared substantially complete. Their current schedule will take the project through the end of May. This includes security with access to the building being returned to the town. Punch list items are being finalized.

He reported the Hildreth House project will be published in the central register on 5/4 with bid documents available. A briefing session and walk through is scheduled for 5/2 at 2pm.

Bragan said application #12 for payment to GVW will be submitted for approval and a final payment will be submitted upon completion of the punch list.

Bragan told the board there is a chance the move back to town hall will be delayed. He reported we are waiting on Verizon to install a demarcation so phone lines can be established. With Verizon on strike this has become an issue. He is working with Verizon to do all he can to stay on schedule.

Bragan reported at the next meeting two one day liquor license hearings will be held. One is for a beer tent after the Ken Harrod bike ride and the other is for an Oktoberfest event organized by the Harvard Lion's Club.

Bragan reported work has begun on the design of the new town website.

Bragan has received a contract from the UMass Collins Center for the audit of the Ambulance and Fire services.

Bragan will be meeting with DPW Director and the Tree Warden to discuss how best to handle hazardous tree situations. He will report back after this meeting.

Bragan said as a result from the town meeting three special acts needed to be drafted. He expects Town Counsel to have these ready for signature at the next meeting.

Bragan reported the Finance Committee will review the snow and ice deficit spending. This will need action by the Selectmen as well.

Bragan gave an update on the process to replace the Finance Director. He said the search committee interviewed three applicants. One candidate accepted a position elsewhere and the final two were scheduled to attend tonight's meeting. Unfortunately the candidate chosen as the recommended replacement withdrew. They will need to advertise the position again but in the meantime the school department needs to hire an interim business manager. He said if the search does not go well this time around the Selectmen and School Committee will have to revisit their agreement on the position. They will advertise the position open until filled. Bragan said on the town side the accountant and himself are capable to cover the position in the interim. School Committee Chair SusanMary Redinger asked the Selectmen to confirm the School Committee has permission to move forward with hiring an interim school business manager. They were agreeable. A brief discussion ensued on when is the preferable time to advertise the position again and where. Bragan said he and the Superintendent will work out these details.

Bragan gave an update on questions raised at the annual town meeting about moving to a cloud based route instead of replacing the two town servers. He invited town resident Paul Green who had spoken at the annual town meeting to join in the discussion. Bragan admitted he did not know much about the cloud option. He consulted with Guardian Technologies and the Director of Technology at the schools Chris Boyle. He has been advised the domain server should not be in the cloud and the assessing software Vision cannot be in the cloud. He reported Vision is working on a newer version that will be cloud based but that is still a few years out. Bragan does agree cloud based options need to be a priority moving forward and suggested the board consider establishing an ad hoc group to explore and provide recommendations.

Ambulance appointment

Bonnie Sweeney requested the appointment of Kathy Williams. She is a longtime resident who will be available as a daytime driver. On a Swanton/Sklar motion, the board voted unanimously to appoint Kathy Williams.

Review of Transfer Station fees

The board was asked to consider “fairness” with respect to those receiving discounted stickers. The following proposals were made with respect to discounted stickers:

1. The Transfer Station Committee is no longer in existence therefore without an established process on how to become a volunteer, method to track time etc. a discount in exchange for shifts should be eliminated.
2. Following the recent passage of the ATM article allocating \$60k (call-stipends) for ambulance staff at ATM to establish parity with the on-call firefighters, it is recommended eliminating the discounted sticker (\$25 versus \$235) for members on the Ambulance Service active duty roster.
3. The language for the Boy Scout parents is not in the Regulations, but a 50% discount has been past practice (\$145 versus \$235). It is recommended allowing the Boy Scouts to continue collecting bottles for redemption value and service credits, and to eliminate the sticker discount for Boy Scout parents.

The current language for new residents applies a penalty (\$260 versus \$235) for residents moving in after July 31 (but prior to January 1). It was recommended pro-rating the annual fee for new residents who can provide proof of recent residency, not penalizing new residents who move in during the fall.

Bragan explained Covanta tipping fees are increasing and the current sticker prices have not increased in over 10 years. In the recommendation it notes the demographic trend of an increasing senior population. The current senior sticker price of \$25 is a 90% discount. A recommendation of a more gradual increase to a 20% transfer station senior discount (\$50 versus \$25) for those aged 65 and older in FY17.

The board was in favor of the discounted sticker recommendations. They discussed options with respect to increasing sticker prices. It was decided increases should affect all residents who purchase them.

Ricci outlined recommendations the board supports:

- No discounted stickers to Transfer Station volunteers, Ambulance active duty members or Boy Scout families
- Pro-rated price for new families

They decided to increase the senior stickers by \$10 and the regular sticker price by \$15.

On a Swanton/Sklar motion, the board voted unanimously in favor of the changes.

Additional review of the Transfer Station operation, punch card system and rules and regulations will be a board goal for the upcoming year.

Strategic Planning Session

The board decided to hold their Strategic Planning Session on Tuesday, June 7th from 9am to 12pm.

Acceptance of gift of land – Conservation Commission

On a Wallace/Swanton motion, the board voted to accept gift of land from Charles Case.

Chapter land – Right of first refusal

On a Wallace/Swanton motion, the board voted unanimously to notify seller we will not be exercising our right of first refusal. The property is where the proposed Craftsman Village project will be located. The board On a Wallace/Swanton motion, the board voted unanimously to authorize Town Administrator to sign letter to Michael Busby at MassHousing and attach letter from the Planning Board supporting the project.

One day liquor license policy

Bragan explained the revision will only require a hearing for an initial one day license request. If the event is held annually with no issues subsequent requests can simply be approved at a regular meeting. On a Wallace/Sklar motion, the board voted unanimously to accept policy changes as noted on page 3 and 4 of the policies.

One day liquor license request from Fruitlands Museum

This request is for their annual summer solstice dinner.

On a Wallace/Swanton motion, the board voted unanimously to authorize license for Fruitlands one day liquor license for dinner on June 12th.

Response letter to the Capital Planning & Investment Committee

Ricci drafted a letter of apology to the members of the CPIC in response to the letter they sent to the board. He asked his fellow board members to review and consider endorsing the letter as well. Ricci felt it was appropriate for the board to formally respond especially since CPIC members spoke during public comment at the last Selectmen's meeting. The letter acknowledges the mistake made by the board in not showing better leadership and provides actions that can be taken in the future to avoid this occurrence from happening again. Discussion and debate ensued about the letter and what occurred at the annual town meeting. Board members had different opinions on what took place regarding article 22. Wallace and Sklar did not support signing the letter. They did not understand why CPIC is being treated differently than other boards and

committees who have also been treated poorly by the board in the past. Von Loesecke offered some minor edits to the letter and suggested a process be established to address last minute issues prior to the town meeting. She pointed out many boards and committees do post agendas prior to the annual town meeting making it possible to accommodate discussions if necessary. Ricci stressed the issue is more about the flawed process than anything else. Swanton agreed the process was flawed and supported sending the letter. They discussed alternatives such as copying the letter to all boards and committees or maybe drafting a blanket apology letter. They also discussed if the entire board would sign the letter or just the chairman. The letter was revised. On a Swanton/von Loesecke motion, the board voted to approve letter as amended. (3-2, Wallace & Sklar – Nay)

Selectmen reports

Wallace reported the old library access group is waiting on an elevation change so they can obtain three alternatives to provide access. She stated the Cultural Collaborative is still interested in the building.

Wallace reported the Council on Aging had their annual volunteer's lunch. She said the COA estimated a value of \$41,000 for the number of hours volunteers have given over the past year to the COA. She also reported the COA is interested in pursuing senior housing near the Hildreth House. They are discussing a possible sub-committee. They also want to begin phase 2 sooner rather than later. The Friends of the COA are ramping up fundraising.

Swanton volunteered to assist with the old library accessibly now that Leo Blair is no longer a Selectmen.

Wallace announced Loaves and Fishes is holding their 3rd annual golf tournament and have challenged towns to put together a foursome.

Wallace reported the Conservation Commission is updating their Open Space and Recreation Plan. A link to their online survey will be on the website soon.

Sklar reported the Suburban Coalition has had 121 boards/committees sign their resolution. They are holding a public meeting in Needham tomorrow night.

Swanton, Wallace and Bragan will meet on Friday to discuss a policy for the use of upper town hall.

Ricci reported at the JBOS meeting a fall super town meeting was discussed. The Town Administrators have been tasked with securing a date. He said Harvard resident David Hopper (former Municipal Affordable Trust member) is suggesting MassDevelopment consider also making their affordable housing regulations clearer.

Board reorganization

Ricci nominated Swanton as Chair. The board voted unanimously for Swanton.

Wallace nominated von Loesecke as Clerk. The board voted unanimously for von Loesecke.

Wallace nominated Sklar for Vice Chair. The board voted unanimously for Sklar.

The board voted unanimously to extend the meeting past 10:00 so they can hold executive session.

**** On a Swanton motion, the Board voted unanimously by a roll call vote: (Wallace – Aye, Sklar – Aye, von Loesecke – Aye, Swanton - Aye) to enter into executive session at 10:00pm, as authorized by Chapter 30A, Section 21.3 of the Massachusetts General Laws, at a meeting for which 48-hours' notice has been given, to discuss strategy with respect to collective bargaining or litigating position of the public body and the chair so declares. Following the executive session, the Board will reconvene into open session only to adjourn.

The meeting was adjourned at 10:15pm.

Documents referenced:

Finance Committee – Oliver volunteer form dated 04.28.2016

Transfer Station considerations – dated 04.29.2016

Case gift of land – dated 05.03.2016

Chapter land – notice of intent - dated 03.23.2016

One – Day Liquor policy change – dated 05.03.2016

One – Day liquor application from Fruitlands Museum – dated - 04.20.2016

CPIC draft response letter – dated 05.03.2016