Present: Joe Knox Chair, Cindy Napoli Vice Chair, Chase Gerbig Clerk, and Paul Glavey
Absent: Chuck DeCoste

6:05 PM
1. Executive Session – Joe Knox
A. Pursuant to M.G.L. c. 30A, §21, (a) 6, 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.
B. Pursuant to M.G.L. c. 30A, §21, (a) 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel.

Joe Knox asked for a vote to go into Executive session and reconvene thereafter. Roll call: Joe Knox Aye, Cindy Napoli Aye, Chase Gerbig Aye, Paul Glavey Aye

6:40 PM – Reconvene from Executive Session
2. Organization
- Agenda - read by Joe Knox
- Pledge of Allegiance – led by Chase Gerbig
- Read Mail – Nina Nazarian, Town Administrator
  Received a letter Jewel Environmental Corporation regarding a permanent solution for the interstate 495 south intersection at the overpass
  -letter from the executive Director of Keep Massachusetts Beautiful

6:45 PM
3. Department/Board Updates –
A. Police Department Reserve Officer Appointments – Chief Matthew Pinard
  -introduced appointees Ilyas Abu and James Ferreira, candidates for reserve officers;
    -Mr. Ilyas is from Somalia and has been in the US for several years and has college campus experience; both Cindy and Paul felt the candidate would be a great addition to the town; Chase felt the college campus police experience was a good skillset to be added;

    Chase Gerbig made the motion that the Board of Selectmen appoint Mr. Ilyas Abu as Reserve Officer for the Littleton Police Department; Seconded by Paul Glavey; Motion passed 4 to 0.

    Mr. Ferreira is a Littleton resident and has been working for the Middlesex Sheriff’s department for the past 2 ½ years.

    Kudos from Paul and Chase to Chief Pinard for the variety of skillsets and qualifications of both candidates.

    Chase Gerbig made the motion that the Board of Selectmen appoint Mr. James Ferreira as Reserve Officers for the Littleton Police Department; Seconded by Cindy Napoli; Motion passed 4 to 0.

B. Sheriff’s Office Memorandum of Understanding – Chief Pinard
Currently anyone arrested for court appearance will be held in the Littleton Police Department, either overnight or possibly for several days, if over a long weekend; Chief Pinard has been working with several police chiefs in regards to a Safe Keep Operation where the arrestee is brought to Billerica House of
Correction and Jail for weekend incarceration and then brought to court by Billerica personnel; program used by 52 towns/cities in Middlesex County; only cost to the town if there is transfer to a hospital or if damage was incurred at the jail by a Littleton officer when dealing with a prisoner.

Memorandum of Agreement was provided to Board for approval and signature

Chase Gerbig made the motion that the Board vote to authorize the Town Administrator to sign the Memorandum of Agreement between the Middlesex Sherriff’s Office and Town of Littleton; Seconded by Cindy Napoli; Motion passed 4 to 0.

C. Cultural Council Update - Gabrielle Aydnwylde, Chair
-Information sheet provided to Board which was not in meeting packet; Chase suggested it be added online.
-Fully funding the Historical Society grant proposal to bring Strawberry Moon pow-wow to Fay Park in June of 2020 which has been coordinated with Nashoba Praying Indians;
-Granted over $7K to 13 different projects, 12 of which were approvals of other grants that had been submitted;
-Cultural Initiated Project under MA Cultural Council - Working toward public art on two transformer boxes with funding of $750;
-Requesting help from BOS to support matching funds from MA Cultural Council; funds to be matched by Littleton; if matching funds were obtained this year, $5600 would have been obtained resulting in additional programs for town residents;

Joe felt the energy and success of the Council has gone up from previous years; Paul said the variety of the program were great and suggested speaking with Cheryl Herrick-Stella and the possibility, if not a line item, then a fund could be set up; Nina felt the request should be included in the upcoming budget process; Cindy agreed the accomplishments were an added benefit to the town.

-would like BOS input for public art in public places; would like to beautify small spaces in town;
-Paul suggested getting input from the town business association.

7:05 PM
4. Public Input/Members’ Updates
Christine Nordhaus, Starr Hill and Owner of Littleton Apothecary
– asked if the Host Community Agreement negotiations agenda had been removed from the agenda; Nina confirmed that it was postponed to February 10 BOS meeting

-Chase – Sewer working group appointed Kevin Hunt from the water Department to the Littleton Common Revitalization Committee; next Working Group meeting is on 1/30 – hoping to hear preliminary assessments from engineers at that time.

Cindy - attended Massachusetts Municipal Association meeting in Boston; very helpful and insightful event as in previous years, particularly one on how to use small spaces; attended several break out forums; will provide summary to Board.

Joe – was nice to see the Executive board and some selectmen attendance at the the MMA meeting.
7:30 PM
5. Joint Meeting with Park Commissioners – Appointment pursuant to M.G.L. c. 41, §11
Kevin Mitrano resigned leaving a vacancy, recommending Jon Kazanjian, previous Park & Rec. employee to fill the position.

All Board members expressed their overall feelings that Jon was well respected and that he would make a great addition to the Commission.

The Board of Selectmen and the remaining members of the Park and Recreation Commission voted unanimously, pursuant to MGL C.41,§11, to appoint Jon Kazanjian to fill a vacancy on the Park and Recreation Commission through the May 2019 Annual Town Election; Roll Call: Joe Knox Aye, Cindy Napoli Aye; Chase Gerbig Aye; Paul Glavey Aye.

7:13 PM (taken out of order)
6. Boards/Committee FY2021 Budget Discussions:
A. Shade Tree Committee – Matt Cahill and members
-Bringing the committee back together to purchase and cultivate shade trees next to public roadways; want to sustain town forests and educate town on benefits of trees; 12 or 13 ash trees at the Common are being decimated by emerald ash borers; requesting a FY2021 budget of $5K to start planting of approximately 5 trees; hope to get volunteers from town; would like to plant more native trees.

Paul – mentioned the Dutch Elm disease and previous replacement of approximately 100 trees; felt the Shade Committee had strong commitment and happy to see them coming back in existence; asked if there was any practical value in using transplants from existing town properties.

Cindy appreciated the Committee’s knowledge and advocacy on the replacement of the trees in the Common. Amy Green, Conservation Administrator, is working on the Community Compact grant proposals, of which one part is getting the trees started; request will be considered by the Board at its February 10 meeting.

Mike Proulx, Park & Rec. Commission suggested contacting Alicia or Tim in Park & Rec. Dept. to piggyback with the community clean-up event around Arbor Day.

7:35 PM
B. Volunteer Corps
Fire Chief Scott Wodzinski said that the Volunteer Corps falls under the emergency management heading – Emergency response team and the medical reserve corps of 22 volunteers that meet twice a month; can host 150 people in a shelter at the Middle School during weather emergencies; participate in different events throughout Littleton as well Harvard; previous budget was $1K, with a small grant from MIMA for about $2400; additional budget increase of $5,458, for a total proposed budget of $6,458 for FY2021 to assist shelter operations and purchase of heater and lighting, new radios, equipment and training sessions for the team; coverage is for basic needs of the group.

Paul thought some expenditures may be recurring while others may be one time and could be put on a warrant article. Scott indicated the items would be for training supplies and shelters and would like to get the $5K annually.

Cindy and Chase acknowledged the updates on what the Corps does for the town.

George Sanders suggested shelters be identified with signage. Chief Wodzinski indicated that previous activation notices were put out through social media and the town website in addition to reverse 911. Nina felt that marking these sites may add to confusion if a specific location might not be able to be used due to emergency and recommended current activation procedures. Chief Wodzinski indicated that FEMA agreed with current procedures as well.
7:45 PM
7. Municipal Building Space Needs presentation by LLB Architects – Brian Valentine and Suzanne Casalvos

Architects Lerner Ladds Bartels (LLB) presented different scenarios which have been developed to date through the space needs study.

The architect performed interviews with all departments which they felt were pertinent and conducted site visits to the 255 Great Road and the Shattuck Street Building, measuring the buildings and collecting site information in September of 2019; hazardous materials testing was also conducted on the Shattuck Street Building. Analysis by the architects and meetings to review the progress were held in Oct., Nov., and Dec. 2019. The information developed and provided are options for the Board to discuss and consider.

LLB went into working group meetings with an open mind, asking questions recognizing wants versus needs which helped them evaluate both properties; they also reviewed a previous report completed in 2017.

Graphics were provided with existing/proposed/future growth of square footage, future growth would be approximately 20 years. EHS & Parks and Rec. don’t have the square footage that they need; relationship in standalone buildings for both departments were looked at so as to capitalize on shared elements – actual physical spaces both departments, such as a dining room or program room.

Finance, Building, School Dept. and Town Admin. all remained close to their initial targets; net results for EHS & Park and Rec. is +/- 32K square feet; Town Hall combination - School Dept. Building, Finance, and LCTV studio was 22 to 25K sq. ft. An individual space diagram was provided based on interview commentaries; review of both properties was to have a campus feel.

A feasibility study and facility assessment was performed on both 255 Great Road, built in 1988 and 37 Shattuck Street; did not do roof cores or break open walls for damage that could not be seen; did not do cores and slabs insulation. Great Road has 20K sq. feet with 2 floors. An EHS/COA program study indicated that it would fit, but would not be an ideal fit.

Town Hall/School Department test fit indicated a 4K sq. ft. shortage based on current needs; with the exception of EHS, Park & Rec. and LCTV studio not being included.

Provided minor concerns on Shattuck Street – built to last, although there is some wear on masonry, wood and roof conditions, although repairable and in decent shape; some departments on 2nd and 3rd floors not conducive to easy entrance/exit by public because of wide corridors and masonry construction load bearing structure.

It was felt that the LCTV space was oversized based on current needs; assessment based on new library being built and not included in planning based on question by Chase; access diagram defined 6 stairs or elevator access.

**Scheme 1**
Test fitting was to take in all departments, with the exception of the library, to determine their program use; determined that all departments do not fit, particularly EHS with a shortage of over 1,848 sq. ft. on the first floor; Park & Rec. on 2nd floor and School Dept. and Town Admin. 3rd floor.

**Scheme 2**
If EHS was taken out of the Shattuck St. building, a new one level building could be constructed on the north side of the new proposed library. It would be a very challenging site because of wetlands and site constraints, however, all other departments would then fit into Shattuck Street; although EHS loses
inefficiencies with Park and Rec., they would have their own dedicated space and still maintain a campus effect.

**Scheme 3**  
Construction be a building on the north site for Town Hall Administration, Building, Finance and School Dept., leaving Park & Rec., LCTV and EHS in the existing building.

**Scheme 4**  
EHS being located on the North site and renovating 37 Shattuck Street for Park and Rec. and LCTV, then demolishing the current library for Town Hall with a new elevator, although it was felt that this probably not the most efficient way to go.

**Scheme 5**  
Demo the existing library and attach a new 3 story building for EHS and Parks and Rec.

**Scheme 6**  
Demolish 37 Shattuck Street and construct 2 new buildings – 1 for Town Hall and 1 for a Community center for EHS and Parks and Rec. Chase said to dismiss this suggestion due to cost constraints.

Joe asked about 255 Great Road - besides the space, if there was something greatly wrong that could not be renovated. LLB indicated that the units are nearing the end of their life cycle, including replacement roof and shingles; construction of building is showing more signs of wear than normal for a building of this age; some items would need to be further examined by structural engineer. They recommended staying away from purchasing the building due to the price, the deferred maintenance cost to bring it up to current standards in addition to renovation and also the site location based on lack of campus feel; Park & Rec. and EHS would not be able to be combined in this space due to required square footage of 40K sq. ft. total, each requiring 20K sq. ft.; location and shared amenities are problematic.

Chase asked about fundamentals of wants vs. needs and how they are defined such as EHS and Parks & Rec. which are driven by community wants. LLB indicated the interviews conducted provided a list of requirements which are quantifiable, with more things that could be negotiated; there is a possibility of sharing some multipurpose spaces.

LLB indicated that they wanted to present to the Board where they are currently and get feedback for a possible preferred solution, have not discussed recommendations with individual departments.

Paul was impressed with range of options but would like feedback from the public;

Cindy was on the working group which wanted to make a comprehensive analysis of information and options available; appreciated the report and work done by LLB.

Chase asked about the cost of the plans based on cost; possibly renovating is more costly then new construction; LLB responded that they are currently working with a professional cost estimator but wanted to get feedback from the Board first.

Cindy said they wanted to look at a phased approach based on immediate needs of certain departments; some of the suggestions would obviously be too costly.

George Sanders, Great Road – was not happy with information provide in the report; did not agree with any recommendations.

Mark Rambaucher – Good to have report presented as a phased approach and what the depts. needs are now, then think about a 5 year plan; not opposed to new building, but felt the location sloped too much and not the right location.
Cheryl Cowley would like to know cost of renovation of 255 Great Road; said it was her understanding that the COA Board and Friends of the COA wanted that building and would fit quite nicely and liked the atmosphere of being separate.

Marge Payne, Grist Mill Road, Chair of the COA Board indicated that Ms. Cowley’s assumption was not accurate and the COA Board has never taken a vote on the decision as to what they feel is the best approach; square footage need is determined by Massachusetts recommendations and projection of future senior population 10 years from now; once LLB report was received, COA wanted to discuss scenarios and best approach.

Anita Harding, Russell St./COA Board member– have been receiving lots of requests from senior regarding center, now have some information and can provide to public; considering the issues with 55 Great Road, it says a lot about the stability of the Shattuck Street building; she would personally rather see the EHS and Park and Rec. remain in the Shattuck Street complex.

David Sill, LCTV committee asked how many iterations of design include a cable studio; LLB indicated a studio was in each scenario with sq. footage increasing slightly

Ed Mullin. Building Commissioner -supported the decision/recommendation of using 37 Shattuck Street as the construction outweighs that of 255 Great Road, even though some renovation will be required.

Sharon Corbin – appreciated the presentation, however, felt small diagrams difficult to see, also noted the difference in colors between the two monitors

Paul Glavey – asked to be on record indicating that the 255 Great Road scenario could be short-term fix for EHS as it would not require a lot of work to accommodate them, flip it later; did not want that scenario to get lost in the deliberations; LLB stated that this scenario would not be money well spent and cost estimates will indicate such

Question on whether 37 Shattuck Street is considered one or three building; response from LLB was they were considering it 4 buildings for flexibility and circulation, breaking out the multi-purpose space separately; based on code compliance it is considered as one building, but further evaluation would need to be required.

Chase asked if hazardous building materials surveys were taken with significant renovations/additions designs and was it cost prohibitive; LLB indicated it was not, and it is not widespread, no lead paint.

Chase liked the single campus scheme; would be swayed by costs to meet space needs and the timeline.

Full design packet will be posted on BOS website tomorrow morning and Cindy suggested also a link be added.

8:50 PM
8. Continuation of Public Hearing pursuant to Selectmen’s Regulations and Policies, Chapter 8, Earth Removal Regulations, Section VI.D. – 64 Spectacle Pond Road
A memo from Assistant Town Administrator Joseph Laydon was provided to the Board which consolidated the excerpts from all previous hearing meeting minutes.

Paul Glavey made the motion that the Board vote to re-open and immediately continue the Soil Removal Hearing relating to 64 Spectacle Pond Road; Seconded by Chase Gerbig; Motion passed 4 to 0.

There was no representation from Sean Green of 64 Spectacle Pond Road and the Board only has the existing plans; Chase strongly suggested that the erosion and sedimentation controls be revisited by the
applicant to be brought up to standards that would be expected if they had a permit do to the work as they are a disaster based on pictures provided by the Dutchers today

Paul asked about enforcements options; Nina will contact Town Counsel to acquire written options and recommendations for the February 10th meeting; Ed Mullen will also discuss with Town Counsel as he has only been in his Building Commissioner position for 2 weeks.

Chase Gerbig made the recommendation that the Board authorize Joe Knox make decisions on behalf of the Board as to the enforcement of the 64 Spectacle Pond Road earth removal matter; Seconded by Paul Glavey; Motion passed 4 to 0. Joe will keep Board updated.

Mr. Dutcher, 62 Spectacle Pond Road asked who would oversee that the engineering is completed and done properly; Nina indicated that either the Building Commissioner or Public Works Director will review. It had been indicated to Joe by the owner that the company who had removed the soil would be the one replacing it, to which he was not in approval.

George Sanders – asked if when soil was removed, it was required to identify where the soil was to be deposited. Joe did not feel that information was mandated but it will be researched.

Mr. Dutcher - When the houses were built 23 years ago, a catch basin was put in to serve four properties; catch basin has now been covered over by Mr. Green so that it floods from his property into the Dutcher’s driveway.

Chase made the motion to continue the Soil Removal Hearing relating to 64 Spectacle Pond Road to Monday, February 10, 2020 at 8:00 PM to be held in Room 103 of 37 Shattuck Street, Littleton; Seconded by Cindy Napoli; Motion passed 4 to 0.

9:00 PM
9. 119 Tahattawan Road, Assessor’s Map U33 2.0 and land located off Harwood Avenue, Assessor’s Map R07 5 – Discussion with Attorney Rob Anctil and Cheryl Cowley representatives of the owners

Brown family is interested in selling 23.6 acres of land to the town; family does not want to go through normal Chapter 61A agreement, as they did not want to do in a hurried manner, although some momentum is necessary; is aware the town is interested in preserving the property; Nina said the appraisal is expected on March 2; the Brown family hope is to preserve the property as open space or recreational use as opposed to residential; property had been walked by Chase and members of Conservation Committee; a builder had offered $2.1M but was not able to use an area that had been requested as a bike path, consequently the offer was reduced to $1.5M; this parcel connects open space from Long Lake to Rte. 2.

Joe indicted that the Board is definitely interested in purchasing the property and will be looking at different areas of funding; Chase said that the Board feels they are in a position to engage CPC and other funding sources to start talking about the purchase. Paul indicated features of the property including connectivity to existing protected properties and connections to trail systems, the wildlife corridor, Long Lake and Board has scheduled meetings for funding resources with deadline for town meeting in May. Chase felt that it would be a great idea to connect this property with a boardwalk to Long Lake and he will present to the Conservation Preservation Commission; will keep Rob and Cheryl in the loop of discussions and possibly make request to state representatives, particularly with water infrastructure and quality being of value.

Rob asked how he would get an agreement together; Board will have a session after receiving appraisal and Rob will be placed on the March 9, 2020 BOS meeting. Paul suggested the house on the property could be repurposed.
8:30 PM (taken out of order)
10. Host Community Agreements (HCA) Negotiations with proposed Marijuana Facilities
Postponed to February 10, 2020 Board of Selectmen meeting.

9:10 PM
11. Tax Increment Financing Proposal for new hotel at The Point
The Board has received a proposal which has been reviewed by Finance and the Board of Assessors; Paul would like to be part of the review process with Chuck and was recommended by Joe; would be a sub-committee of the Board and subject to open meeting laws. Chase wants to have an analysis of what is being asked for and what the implications/recommendations would be.

Julie Rupp, New Estate Road – developments are going up against jurisdictional boundaries and are at such high demand from commercial and industrial development with visibility from the highway that she does not see a reason for a TIF.

Chase made the motion that the Board vote to create a formal subcommittee consisting of Selectmen Paul Glavey and Chuck DeCoste, who would be subject to the Open Meeting Law, to discuss & potentially negotiate with Mr. Park his TIF proposal and request the Finance Director to attend all meetings; Seconded by Cindy; Motion passed 4 to 0.

9:25 PM
12. Town Administrator
A. Church Meadows Contract
Town Counsel has suggested that the next step would be review the proposal and to initiate negotiations with Frank Matheson and finalize terms of the 5 year agreement.

Chase Gerbig made the motion that the Board authorize the Town Administrator initiate negotiations with Frank Matheson, Jr. of Spring Brook Farm and prepare a draft Church Meadows Management Agreement for review and approval by the Board; Seconded by Paul Glavey; Motion passed 4 to 0.

B. Accept Elder and Human Services Grant from Community Health Network Area

C. Accept Fire Department’s Student Awareness of Fire Education (SAFE) and Senior SAFE Program Grant, Authorize Town Administrator to Sign –
Chase Gerbig made the motion that the Board vote to accept the $1,485 grant from Community Health Network Area (CHNA) 15 for the purposes of training Elder and Human Services staff and that the Board vote to authorize the Town Administrator to sign the State Department of Fire Services Grant award of $3,965 for FY20 Student Awareness of Fire Education SAFE Program and $2,348 for the Senior SAFE Program; Seconded by Paul Glavey; Motion passed 4 to 0.

9:36 PM
13. Minutes
Chase Gerbig made the motion that the Board of Selectmen vote to approve the executive session meeting minutes of December 16, 2019 and the regular session meeting minutes of January 13, 2020 with changes as noted; Seconded by Paul Glavey; Motion passed 4 to 0.

9:40 PM
Chase Gerbig made the motion to adjourn; Seconded by Paul Glavey; Motion passed 4 to 0.

Respectfully submitted,

Sue Raymond