Town of Otis

Selectboard/ Board of Health

Meeting Minutes

Conference Room

1 North Main Road, Otis, MA 01253

Tuesday, Apr 22, 2025, at 6:30 PM

This meeting will be held in person at the location provided on this notice. Members of the public are welcome to attend. A remote option is offered via zoom with the link provided below.

Please note that while an option for remote participation is being provided as a courtesy, the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Anyone with interest in any specific item should plan in person attendance.

Topic: Select Board
Time: Apr 22, 2025 06:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/84895627792?pwd=TSmGdpqQk9WE3sCHv7LHSNdpFwUIon.1
Meeting ID: 848 9562 7792
Passcode: 349566

Attendance: Gary Thomas-Chair, Larry Southard, Terry Gould, Brandi Page, Sue Brofman, Diane Dyer, Stacey Schultze, Lisa D'Orazio, Jim Crandall, Thomas Crowe Sr., Vinette Crowe, Rona Knight, Diane Saunders and Susan Bryan. On zoom: Denise Ipad, Iphone, Larry Gould and Derek Poirier.

Call to Order: 6:30 PM. Finance Committee also called their meeting to order.

Approval of Minutes: The minutes from 3/20 and 3/27 were approved as written. The minutes from 4/08 were approved as amended.

Appointments: The Board received two applications for Cultural Council. After review Gary made a motion to appoint Susan Hicks and Tricia Smith, Larry seconded, motion passed unanimously. Lyn was recommending Mark Anthony be appointed to Deputy Warden of Elections. The Board was good with that. Larry made a motion to appoint Mark, Terry seconded and motion passed unanimously. Lyn also recommended Robert Crowle for Deputy Clerk of Elections. Gary made a motion to appoint him, Terry seconded and motion passed unanimously. Lastly the Board reviewed an application for summer help at the Transfer Station. Gary made a motion to appoint Kim Reynolds again this year. Terry seconded and motion passed unanimously.

Highway Garage Project: Larry Gould shared his screen and the preliminary plans for the garage addition were displayed on the TV. Larry went through the rough specs and stated that this is a working sketch at this point and final measurements are to be determined. Brief questions and discussion about door height and placement as well as interior ideas. Stacey Schultze asked if the Town had considered other services for this location. Brandi replied yes we had considered that question. During the earlier feasibility study for this location we had determined the lot is limited in supporting additional services especially ones that add an additional emergency response component. Question and discussion about the roof material and the opportunity for solar. It was clarified we already have solar at that sight. We would need to do some homework to see about additional solar capacity there. Larry has estimated the project at $800 per sq. ft. and feels the 3,800,000 budget will cover the entire project including the building, addition, outfitting the interior , HVAC and sitework. Brandi reminded everyone this is an article at town meeting for the borrowing and also a ballot question at the town election to exclude the debt.

OPM Contract: Brandi stated the review team for the Owner's Project Manager for the Library building project had scored and interviewed the firms. The team was recommending Downes Construction to be awarded the work. She had worked with Downes to finalize an agreement. Larry Southard asked the Library group if they had had a discussion about the viability of the project and if they were all in agreement wanting to move forward. Sue Brofman stated the Trustees had not met since the last Select Board meeting. He also asked their thoughts on the cash flow implications that had recently been brought up. Sue feels the OPM will be able to guide us in regard to the cash flow. Stacey suggested a different financing option as a possible solution. Larry has been vocal about his reservations. Gary made a motion to award the work for the contracted amount of $73,006.00. Larry seconded the motion. Gary -yes, Larry-yes, Terry-abstained. Motion passed. Brandi had the contract draft ready for signatures.

PH Miner Road Discontinuance: The public hearing for Miner Road discontinuance as a public way was opened. Audubon has begun demolition of the buildings and is in support of the Town fully discontinuing as a public way. They have asked permission for a gate to keep people from accessing the property with vehicles once it is discontinued. The Town has no issues with a gate. It was asked if the fire hydrant on that property will remain. We will find that out. Police and Fire will have keys to the gate.

PH Reservoir Road Easements: The public hearing for the Reservoir Road layout was opened. Brandi updated the Board on the plans and narrative for the needed permanent and temporary easements for the Reservoir Road project. Notice went out registered mail to affected property owners with a copy of the acquisition guide and a letter with a copy of the plan. Once we have town meeting approval we can continue discussion with the property owners to formally secure the easements.

Town Meeting Warrant: The Board had reviewed the draft warrant. The meeting is May 20th at 7:00 pm. All were in favor of approving the warrant. The Board will sign and it will be forwarded to Lyn to be posted when she returns from vacation.

Recent and Upcoming Events: Sue Brofman stated the Library is having a book sale. Date was confirmed to be May 3rd from 9-3.

Review & Approval of Warrants: Payroll and vendor warrants are on the table for signature.

Not Anticipated by the Board: None

Adjournment: 7:38 PM