Board of Selectmen
Minutes
Tuesday, December 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 Ron Ricci, Stu Sklar, Lucy Wallace and Alice von Loesecke were in attendance as well as Town Administrator Tim Bragan.

Minutes
On a Wallace/Ricci motion, the board voted unanimously to accept 12/6 minutes, as amended.

Broadband Committee appointment
Noyan Kinayman introduced Maribeth Marcello for appointment to the committee. Marcello has a master's degree in computer science and is interested in the mission. On a Ricci/Wallace motion, the board voted unanimously to appoint Maribeth Marcello to the Broadband Committee. Swanton invited the committee to come back with a report on their progress to the Selectmen in January or February.

Amendment to Conservation Restriction
Attorney Ray Lyons is representing the Smith family who own land in Harvard and Littleton that currently has a conservation restriction on it. They need to amendment the restriction to allow for sub-division of the property. He said the owners intend on selling the house separately. He explained the amendment also allows for agricultural and forestry use. On a Wallace/Ricci motion, the board voted unanimously to approve the amendment to the conservation restriction as presented this evening dated December 20, 2016.

Complete Streets Program
Planning Board members Kara Minar and Erin McBee came asking the Selectmen to vote to participate in the Complete Streets Program. Minar reminded the board they had come before the board earlier this year with recommendations from the Town Center Traffic Study Committee and mentioned the program then. Brad Harris Transportation Project Director from the Montachusett Regional Planning Commission (MRPC) explained this is a MassDOT program. He said to become eligible for up to $50,000 in technical assistance and $400,000 in construction a municipality must attend a complete streets training workshop, development a policy and a prioritization plan. The program is offered to provide safe and accessible options for all travel modes (walking, biking, transit and vehicle) for people of all ages and abilities. He said Baystate Roads holds workshops on the program and he also provided the board with copies of plans from surrounding communities. Minar said the Planning Board would focus on the town center (schools, general store, library, and pond) and Ayer Road connectivity. She explained the program only applies to those streets/roads specified in the plan and not all of streets/roads in town. The Planning Board decided not to officially vote on the program until the Selectmen had.

On a von Loesecke/Wallace motion, the board voted unanimously to have the Planning Board work on establishing a policy that meets the Complete Streets Program so Harvard can potentially become a member of the program.

Annual license renewals
On a Wallace/von Loesecke motion, the board voted unanimously to approve renewals as presented on list this evening subject to receipt of Fruitlands outstanding information.

Town Administrator report
Bragan mentioned the letter sent by Town Clerk Amy McDougall outlining the posting process for agendas and minutes.

Bragan reported David Nalchajian has accepted the offer for the Finance Director position and will start on January 17th.

Bragan reported the Department of Public Works Director position has been advertised and eleven resumes have been received. The deadline is January 6th.

Bragan reminded the board the annual town report submissions are due by January 23rd.

Bragan will be working on a Community Compact agreement in January.

Bragan said the All Boards meeting tentatively scheduled for Saturday, January 14th may be moved to the Wednesday prior instead. If the date changes he will inform everyone.

Anti-hate pledge
Sklar said in light of recent incidents which have occurred in town he is suggesting the Selectmen take a pledge similar to what the town of Natick has done as follows:

"In response to recent acts of intolerance, the Board of Selectmen reaffirms that Harvard is a community that cares about its citizens and those who work, play, or simply come to visit our community. Harvard has always shown that each individual should be treated with dignity and respect, and we oppose all expressions of hatred, intolerance, and discrimination. The Board of Selectmen encourages our community to continue showing that we are a caring and supportive community for all."

His fellow board members were supportive of the pledge and acknowledged this is a serious community issue. They are hopeful other communities will also adopt a similar pledge.
On a Wallace/Ricci motion, the board voted unanimously to adopt the pledge. Ricci wanted to add a request to the statement asking the Police Department to double their efforts to find those responsible for the initial incident. Instead the board made a separate motion. On a von Loesecke/Wallace motion, the board voted unanimously for due diligence to solve the initial incident.

Recognize Resignations (Emanuel Lindo, Leo Blair, Rick Veltri)
On a Wallace/Ricci motion, the board voted unanimously to accept resignations of all named and send letters of thanks for their service.

Board of Selectmen revisions to policies & procedures
Appointments
On a Sklar/von Loesecke motion, the board voted unanimously to change appointments as outlined by Ricci. They will act on his suggestion for relations with citizens at the next meeting.

Town Meetings
On a Wallace/Ricci motion, the board voted unanimously to approve 3 and 4 as amended.

Relations with citizens
The board was agreeable to this addition to the policies and will vote on it at their next meeting.

Old library accessibility
Swanton indicated the Finance Committee did not approve the reserve fund transfer for $9,700 the Selectmen requested for schematic design of option three and to attain cost estimates. Old Library Accessibility Committee (OLAC) Chair Mark Mikitarian provided a revised proposal from LLB architects for a higher level study to incorporate additional building code deficiency review and a potential fire suppression system as requested at the last meeting. Town Administrator Tim Bragan explained after discussion with the Procurement Officer it appears a written request is required to solicit proposals if the total project cost exceeds $100,000 which in this case is likely. Wallace asked if the committee should still meet tomorrow as they were planning or if at this point it makes the most sense for the Town Administrator and Procurement Officer to take over. She also asked if the board wanted the OLAC to continue considering they have completed what they were tasked to do. Swanton raised his concern about a renter not being able to occupy the building if accessibility issues have not been addressed. Von Loesecke suggested repair to the back door in the short term and then a meeting with the Architectural Access Board to present option 3 as the long term solution. The board members expressed their support for option 3 however having a cost estimate would be helpful. Ricci recommended moving forward with the proper procurement process and continue work with an architect to attain necessary cost estimates. He said it will be impossible to make this request at next year's annual town meeting considering the timing. Bragan said a special town meeting can always be held if need be. Ricci and Sklar said maybe we move forward with the capital request at the annual town meeting so we can determine if the town will support option 3. On a Wallace/Ricci motion, the board voted unanimously to endorse option 3 as optimal access and to pursue further costing estimates. On a von Loesecke/ Wallace motion, the board voted unanimously to submit two funding articles to capital: $55,000 for back door repairs and $20,000 for schematics and cost estimates.

Caucus date
On a Sklar/Wallace motion, the board voted unanimously to set the town caucus date for Saturday, February 11, 2016 at 7pm.

Goals
Swanton reviewed upcoming goals:

- Hildreth House survey - January 17th
- Proposed outreach for Devens ballot question – January 17th
- Park & Rec Director position – January 17th

Selectmen reports
Sklar reported the Energy Advisory Committee is working on three proposals for town solar credits. He expects the committee to have an update on January 17th.

Sklar said progress is being made on traffic calming measures for Ayer Road. A draft plan will be prepared for public input.

Ricci said the Municipal Affordable Housing Trust (MAHT) has voted to turn funds over to the town due to the recent resignation of their treasurer. He said they have also voted to spend $30,000 on engineering studies on the Poor Farm property.

On a Ricci/Sklar motion, the board voted unanimously to send a letter to the MAHT and Housing @ Hildreth House Committee directing them to create two affordable units.

Von Loesecke said the Capital Planning & Investment Committee has completed their initial ratings. They have removed some items. She said safety requests scored high and the COA van request scored low.

Swanton reported the School Building Committee has chosen an architect and will begin to meet on a regular basis.

**** On a Sklar motion, the Board voted unanimously by a roll call vote:
Swanton – Aye, von Loesecke – Aye, Wallace – Aye, Ricci - Aye to enter into executive session at 9:48pm, as authorized by Chapter 30A, Section 21. 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Following the executive session, the Board will reconvene only to adjourn. ****

The meeting was adjourned at 10:40pm.

Documents referenced:
Marcello vol form – dated 11.3.2016
Con Res. amendment – dated 12.20.2016
Complete Streets memo – dated 2.23.2016
FY17 annual license checklist
Resignation letters – Blair dated 12.12.2016, Veltri dated 12.5.2016, Lindo dated 12.8.2016
BoS policies – dated 12.14.2016
Old library LLB proposal – dated 12.16.2016