



**Select Board  
Minutes**

**Tuesday, December 4, 2018 at 7:00pm  
Town Hall Meeting Room, Harvard, MA**

The meeting was called to order at 7:00pm by Chair Lucy Wallace in the Town Hall Meeting Room. Select Board members Alice von Loesecke, Stu Sklar and Kara Minar were in attendance as well as Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet. Rich Maiore was absent.

**Tax Classification Hearing Regional Resource Group (RRG)**

Regional Assessor David Manzello reviewed the new growth revenues, the levy amount and excess levy capacity. As in years past, RRG recommends a single tax rate. Manzello indicated property values have increased by a small percentage and they forecast minimal increases in residential properties for the coming year. Manzello confirmed the residential tax rate will be \$17.42. On a Minar/von Loesecke motion, the board voted unanimously in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2019 tax rates and set the Residential Factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the town's annual tax recap by the Massachusetts Department of Revenue. The board members signed the LA5.

**Monty Tech Representative**

Resident Amy Morton came before the board to introduce herself. Morton has been working with Executive Assistant Julie Doucet to find a suitable volunteer opportunity for her. Morton met with the Monty Tech School Committee and based on her career in education this was a natural choice. The board members were pleased to appoint Morton and thanked her for coming forward. On a Sklar/Minar motion, the board voted unanimously to appoint Amy Morton as our Monty Tech Regional School Committee representative.

**Permanent Building Committee**

Committee members Rick Maiore and Pablo Carbonell reported the committee has reviewed the fire station traffic study and are ready to accept the recommendations. The report concluded no traffic issues will arise with the addition of a 90-seat dining room at the Hildreth House (part of Phase 2), approximately 18 units of housing near the Hildreth House or any redevelopment of the center fire station. Maiore explained some of the recommendations require further consideration. Based on the traffic study results, the committee voted to recommend moving forward with phase 2 of the Hildreth House project and assessment of the fire station study. Rick noted member Carl Sciple is acting only as a non-voting member until the old library accessibility project is complete as he is serving as the Clerk of the Works for that project.

The committee is also developing policies and procedures outlining a format to be used for reporting on a monthly basis while projects are ongoing.

Sobalvarro expects the Request for Quotes (RFQ) to go out later this month with responses due back in January.

**Housing @ Hildreth House Committee**

Maiore reported the committee had been awaiting completion of the traffic study. They are scheduled to meet next on December 13<sup>th</sup>. He expects the committee to discuss proposing fewer units with less square footage. They need to offer a proposal that is attractive to developers and potential buyers. Community and Economic Development Director Chris Ryan will be in attendance at their meeting. The committee may recommend to the Select Board a warrant article for the annual town meeting to surplus land but just one parcel from the Hildreth House parcel this time. Minar asked about water/sewer. Maiore said at a meeting of the School Building

Committee the treatment plant capacity was discussed and all parties are confident any issues can be resolved, thereby assuring availability of excess plant capacity to service proposed housing

### **Montachusett Metropolitan Planning Organization (MPO) Representative**

On a von Loesecke/Sklar motion, the board voted unanimously to appoint Kara Minar as our MPO Rep. and Tim Kilhart as alternate.

### **Planning Board appointment**

On a Minar/von Loesecke motion, the board voted unanimously to appoint R. Jarrett Rushmore to the full seat on the Planning Board from the alternate.

### **Old Library Accessibility project**

On a von Loesecke/Sklar motion, the board voted unanimously to approve payment to Rinaldi Inc. in the amount of \$24,210.75.

### **Public communication**

Theresa Hoggins. Ann Lee Road, asked for an update on negotiations regarding the community host agreement with Coil Brothers. Bragan answered negotiations are ongoing.

Lisa Engler, Babbitt Lane, asked if who enforces requirements from the Planning Board site plan review. Bragan answered the Police Department.

Will Engler, Babbitt Lane, asked if the community will be able to participate in the drafting of the community host agreement with the Coil Brothers? Wallace and Bragan said the agreement is drafted by the Town Administrator along with Town Counsel.

### **Town Administrator report**

Bragan explained a DO NOT DRINK THE WATER/BOIL WATER ORDER was imposed because a sample came back from well #2 for E Coli bacteria. The DPW has followed up and responded appropriately by chlorinating the water and taking new tests which we will have the results tomorrow. This does not affect anyone on a private well just those on Town Water.

He reported on the following items:

- The construction on the Old library entrance has started and will continue for approximately 3 to 4 months.
- Our electric aggregation is proceeding along as the hearing was in November and questions had been received and answered. We may not hear until mid-March.
- There will be a public hearing for a one day license for the Lion's Club for a Winterfest event in March at the Community Harvest property on Prospect Hill road.
- There will be a report of the Capital Planning & Investment Committee (CPIC) recommendations as well.
- The list of Boards/Committees vacancies has not changed. However in addition to the appointment to Monty Tech School Committee at this meeting the Moderator has informed us that he has appointed Raymond Marchica to the Finance Committee to fill the vacant alternate position.
- Notices went out to all boards, committees and departments about the Town Report submissions being due by Friday, January 25<sup>th</sup>.
- The Harvard Energy Assistance Team (HEAT) program has started to take applications for the 2018-2019 winter heating season. Applications can be obtained from the Harvard web site and from the COA Director, Debbie Thompson.

- Town Hall will be closed on Wednesday, December 19, 2018 from 1 to 4:30 as we will be having the employee Christmas gathering. Town Hall will also be closed on December 24, 2018 and employees will be using their Paid Time Off.
- Harvard did not get the MassWorks grant but Tim Kilhart was successful in getting a an energy efficiency grant to pay 75% of the cost of installing new garage doors on the fire station. Our cost will be approximately \$5k. He and Marie filed a grant through our insurance company as well for protective clothing and some gear and received that as well.
- We have the final copy of the report regarding the review of Parks and Recreation Department conducted by Roselli, Clark and Associates (see attached).
- Finally billing has been completed for Little Women with the total to be paid to the Town just under \$100,000. This includes: Police, Fire and DPW as well as refurbishing the area that they used.
- Budgets have been coming in and the deadline was yesterday. They are in different stages of developing questions and getting answers to those questions. There has not been a great deal of participation in asking questions. This process is set up to solicit questions, get answers and then everyone is able to have an intelligent dialogue and ask follow-up questions. This process also helps make the budget meetings run more efficiently. I need everyone to participate – now is your opportunity.
- Sobalvarro added the Elderly & Disabled Taxation Aid Committee will mail an insert with excise tax bills seeking donations to their fund. Currently the balance is \$400.00. Donations can be made out to the Town of Harvard Elderly & Disabled Taxation Aid Fund addressed to the Town Treasurer/Collector.

#### **Select Board Policies & Procedures**

A few minor edits were made. The board will vote on the final draft at their next meeting.

#### **Bond Anticipation Note (BAN)**

On a von Loesecke/Sklar motion, the board voted unanimously to sign the BAN. Bragan thanked Treasurer/Tax Collector Amy Haley for her efforts in preparing the paperwork.

#### **Select Board reports**

Sklar reported he and Jennifer Finch testified in support of the home rule petition for senior tax relief.

Sklar reported the Transfer Station Committee will have a recommendation for the next meeting.

Minar said she attended the rededication ceremony held on Veterans Day commenting on how beautiful the ceremony was. The board members again acknowledged and thanked the volunteers who worked on this effort.

Minar reported the Municipal Vulnerability Preparedness Committee has created an agricultural survey that can be accessed through multiple outlets including in the town website.

Von Loesecke reported the CPIC has been busy reviewing requests to make recommendations to the Select Board at their next meeting.

Von Loesecke said the School Building Committee has reviewed their entire list of specific value engineering to determine where changes could be made considering estimates came in \$800,000 higher than expected. They were able to bring the cost estimates down but increased the contingencies to 3%. The 90% drawings will be completed by April with bidding happening in May.

The meeting was adjourned at 8:25pm.

Tax Classification information packet – dated 12.4.2018

Morton vol form – dated Sept 2018