Select Board Minutes
Tuesday, November 16, 2021
7:00pm

The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

Select Board participants:
Stu Sklar, Rich Maiore, Kara Minar, Erin McBee, Alice von Loesecke

Town Department attendees:
Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet

Additional participants:
David Maxson from Isotrope, Dylan Peacock from Historic New England, IAC member Mary Zadroga, CRWG Chair Ellen Leicher, HEAC member Paul Green

Presentation on the current state of wireless service from Isotrope LLC
David Maxson from Isotrope explained their task was to evaluate wireless coverage in town. They conducted a town wide drive test of existing coverage of the major carriers and prepared coverage predictions based on the information available about each carrier's facilities in and around the town. Maxson reviewed their findings outlined on the coverage maps for AT&T, T-Mobile and Verizon. Their report includes general observations along with coverage assessments of the current sites; Bolton Rd, Stow Rd, Hildreth parcel and summit of Bolton Rd. They learned the Hildreth House parcel would be a high-value location for a new wireless facility that would greatly improve coverage at Bare Hill Pond. The water tower site on Bolton Road is a less effective candidate for wireless facilities. The best location on Bolton Road for a tower is at the summit of the hill, which is all private property. The board members were thankful for the information provided in the report and will discuss their options in more detail at a subsequent meeting.

Public Communication
Wade Holtzman, Bolton Rd, offered use of his property for a speed sign and asked about speed bumps.

Minutes
By a roll call vote, Minar – aye, von Loesecke – aye, McBee – aye, Maiore – aye, the board voted to approve minutes of 11/2, presented. Stu Sklar abstained because he was not in attendance at the meeting.

Historic preservation of the Houghton House - 204 West Bare Hill Road
Dylan Peacock from Historic New England explained this preservation restriction agreement protects the historic features of the home in an effort to maintain its historic character. He commented on the hard work done by owner Karla Pearlstein to get the property in order for this designation. By a roll call vote, von Loesecke – aye, Minar – aye, Maiore – aye, McBee – aye, Sklar – aye, the board voted unanimously to accept the preservation restriction agreement as submitted for the property at 204 West Bare Hill

Road, Harvard, MA.

Act on 2020 Re-Precincting
Tim Bragan reported Town Clerk Marlene Kenney worked with the state to exempt the federal prison population allowing the town of Harvard to remain a single precinct.

Stu Sklar read aloud the motion to be voted on by the Select Board:
The Harvard Select Board vote to remain a single precinct. On June 2, 2011, Governor Patrick signed Chapter 42 of the Acts of 2011, which allows the Town of Harvard to exempt the prisoner population when establishing voting precincts. A copy of the Act is attached for reference. Accordingly, based on the Town's population as determined by the 2020 United States Census, minus the prisoner population, the Town qualifies to remain one precinct. I also move that the Select Board vote to accept, as presented by the Town Clerk, the 2020 Re-Precincting Plan for the Town of Harvard, including the map, legal description, and block listings presented. I further move that we sign the vote of adoption that will notify the Local Elections District Review Commission of our actions. By a roll call vote, von Loesecke – aye, Minar – aye, Maiore -aye, McBee – aye, Sklar – aye, the board voted unanimously in favor of the motion.

Recommendation from the Insurance Advisory Committee (IAC)
IAC member Mary Zadroga explained although their task was similar to last year with the announcement that Fallon Community Health Plan will no longer offer commercial products their recommendation is different. In addition, she noted this year MIIA (Massachusetts Interlocal Insurance Association) included a dental rider along with an increase in their wellness reimbursement amount. She estimated the IAC met four times and were given ample time to ask questions and seek feedback from those the members were representing. She noted last year many participants were reluctant to give up Fallon by moving to MIIA however this year that is not an issue and MIIA is offering a very comparable Blue Cross Blue Shield option that Minuteman Nashoba Health Group (MNHG) has not been able to do as of yet. By a roll call vote, McBee – aye, Maiore – aye, von Loesecke – aye, Minar – aye, Sklar – aye, the board voted unanimously to accept the recommendation of the IAC and move from Minuteman Nashoba Health Group (MNHG) to MIIA (Massachusetts Interlocal Insurance Association).

Confirmatory Order of Taking by Eminent Domain
Unit 2 – Lancaster County Place Condominium
Tim Bragan informed the board this is a method used by communities to clear the property of any title issues that may arise. By a roll call vote, Minar – aye. Von Loesecke – aye, Maiore – aye, McBee – aye, Sklar – aye, the board voted unanimously to approve the Confirmatory Order of Taking by Eminent Domain for senior center purchase and authorize Town Administrator to sign documents related to the acquisition of the Unit on behalf of the Town.

Staff Report & Updates (Attachment A)

Bowling Alley Liquor License Conditions
The Alcoholic Beverages Control Commission (ABCC) has approved the general on-premise wine/malt license for the bowling alley. Stu Sklar spoke with owner Scott Patterson who is interested in opening in January. The board discussed conditions for the license. They discussed hours of operation/serving hours, TIPS certification requirements and other town department requirements prior to opening. Executive Assistant Julie Doucet will prepare a draft for consideration at the December 7th meeting.

Climate resolution implementation proposal
Climate Resiliency Working Group Chair Ellen Leicher and Energy Advisory Committee (HEAC) member Paul Green came to discuss their recommendations for next steps now that the town voted in favor of the Climate Resolution. Leicher reported the Planning Board was supportive of these possible next steps.

The CRWG has outlined the following items for consideration. The Select Board members offered comments/questions on each item.

1) CRWG be raised to a standing committee appointed by the Select Board; Harvard Climate Initiative Committee (HCIC), and add two HEAC members to the Committee
    a) Rich Maiore and Stu Sklar questioned the large size of the committee being proposed. Leicher is confident in the commitment of the current volunteers.
2) A HEAC member and HCIC member be added to Permanent Building Committee (PBC)
    a) SB member Erin McBee is liaison to the PBC. She will speak with them about adding a member from HEAC or CRWG.
    b) Maiore and Sklar thought meeting with them either at their meeting or at an SB meeting is the right approach. An invitation will be extended.
    c) They were both under the impression guidelines would be prepared for committees/boards/commissions to follow not that HEAC or CRWG members would sit on every committee/board/commission. Leicher said they mainly were focused on PBC.
    d) Tim Bragan noted PBC member Guy Herman is an energy design expert.
    e) Alice von Loesecke noted how helpful HEAC member David Fay was on the School Building Committee mainly by vetting the various options to help determine what approach was best for Harvard.
    f) SB member Kara Minar serves as liaison to HEAC. She is extremely impressed with their level of expertise and success with being awarded grant funds. She said their value on PBC could be in understanding potential grant opportunities.
3) Improve environmental assessment form/process
    a) Leicher said the current environmental assessment form/process needs improvement and should be mandatory not voluntary.
4) Involvement with environmental goals from town staff/administration
    a) Leicher reported the CRWG discussed the importance of beginning energy conversations with town administration/staff.
5) Staff support
    a) Leicher mentioned the CRWG has no budget or staff. Community Economic Development Director Chris Ryan is available but cannot provide the support they need.

Stu Sklar thanked Ellen Leicher and Paul Green for starting this discussion. He will add this topic for further discussion at the December 7th meeting. Green acknowledged this is the beginning of a massive undertaking and all decisions do not need to be made now. They also realize there will be financial limitations. He envisions this as an evolving process that should be revisited to determine if the structure is working. The CRWG members welcome feedback and expertise from town residents and staff.

Cost of living (COLA) for merit-based employees (non-union)
Erin McBee reported the Personnel Board recently voted on the COLA adjustment for the coming fiscal year. The committee has a policy that they use the Consumer Price Index which is 5.4%. HR Director

Marie Sobalvarro indicated this practice began when the compensation and classification study was done in 2018. She explained this COLA percentage affects non-union personnel. Alice von Loesecke suggested the Personnel Board consider using an average and the regional CPI which better reflects what is happening in New England. By a roll call vote, von Loesecke – aye, Minar – aye, McBee – aye, Maiore – aye, Sklar – aye, the board voted unanimously to approve the COLA increase for merit-based employees.

Discuss process to add roadways for speed limits/update on thickly settled road criteria
Tim Bragan spoke with resident Peter Dorward who has offered to assist with identifying intersecting roadways. Bragan will have an update at the next meeting. In addition, he reported Acting Police Chief James Babu will utilize more mobile speed signs and move the current signs that should be pole mounted to permanent locations. take what they have which should be pole mounted put them in permanent locations.

Select Board Reports
Alice von Loesecke spoke about the HES dedication ceremony held on Sunday. She said it was a wonderful opportunity to recognize all the volunteer and staff hours it took to complete this project.

Kara Minar reported the Transportation Advisory Committee is holding a public meeting tomorrow night on their planning processes.

Erin McBee reported the Personnel Board is rating positions submitted by the Planning Board and Board of Health.

Alice von Loesecke and Erin McBee are working on their goal to review the Select Board policies and procedures.

Executive Session, per MGL Ch. 30A, s. 21(a)3
By a roll call vote, Wallace –aye, Maiore – aye, Sklar – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to enter into executive session at 9:30pm as per MGL 30A Sec. 21.3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 9:45pm.

Documents referenced:
Isotrope Report – dated 11.1.2021
Preservation Restriction Agreement – 11.16.2021
Re-precincting information – dated 11.16.2021
IAC recommendation – dated 11.4.2021
Order of taking – dated 11.4.2021
Climate resolution next steps – dated 11.16.2021

Attachment A

Staff Report
November 16, 2021

1. Pond Road Water Project:
    a. Attached is a copy of an email from Tim Kilhart stating that this portion of the project (installing the temporary water main) will start this week and go until approximately December 15, weather permitting.

    b. Tim is also pricing out cost for internal and/or external oversight of a water treatment facility as this will be needed in the future once the permanent PFAS and Chlorination system is completed. Externally we are looking at contracting with another community or private company.

    c. Attached is the cost for Tighe and Bond to oversee the construction of this phase of the project. Tim Kilhart worked with them to come up with the scope and price ($26,000) for the temporary phase. Tim says that Tighe and Bond have been very accommodating and easy to work with.

2. Budget updates and materials:
    a. Attached is the updated budget calendar with new dates from the CPIC and some errors fixed regarding which fiscal year(s).

    b. Attached is an article from the State House News Service (SHNS) stating that FY22 revenue collections at the State are trending 20% ahead of last year's pace and is approximately $1.858 billion above Fiscal 2021 at this time.

    c. Another article from SHNS says that gaming revenue is also doing very well compared to the prior year.

    d. There is still no new projection for next year's (FY23) revenue, but we do expect something in just over a month from the State House.

3. We are working with the Personnel Committee on a Remote Work Policy in order to have consistency across the organization and to prepare for what were snow days but will now be Work From Home (WFH) days. A copy of the policy and the Requirements and Guidelines are attached. This was one document and Personnel asked us split it into two documents. As you can see we are still working on it. HR has done great work in collecting other such documents and making it apply to Harvard

4. Just another reminder that Carlson's pouring license renewal hearing will be on December 7th and all other Annual License Renewals will be happening on December 21st.

5. Town Hall will be closed on Thursday, November 25, 2021 in observance of Thanksgiving; and Town Hall and COA will be closed Friday, November 26th as employees are using their PTO or Comp time.