



**Select Board
Minutes**

Tuesday, July 13, 2021

7:00pm

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted during the State of Emergency and signed into law on June 16, 2021, this meeting was conducted via remote participation.

Select Board members present:

Stu Sklar, Alice von Loesecke, Kara Minar, Erin McBee

Select Board members absent:

Rich Maiore

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro, Executive Assistant Julie Doucet, Community & Economic Development Director Chris Ryan

Additional participants:

Attorney Robert Frias, Allan and Christopher Green, Brian Cook, Michael Kilian, Doug Thornton

Liquor License Hearing – The Grapevine

Stu Sklar opened the hearing by reading the hearing legal notice announcing The Grapevine, has filed a transfer of license and change in license category from beer/wine to all alcohol. This is a Chapter 148 Section 15 license.

Sklar invited the applicants to speak. Attorney Robert Frias spoke on their behalf. He explained the license granted to The Grapevine is being transferred to his clients C.B.I.T Inc. (Daigneault Liquors) owners Chris and Allan Green. He said the Green family owns multiple other locations and has been in this business for many years. Alan Green will serve as the manager for the Harvard location.

Sklar opened the hearing for Select Board comments/questions:

Erin McBee asked for clarification on full license. Frias explained currently the location sells only beer and wine. The new owners are requesting the license for all alcohol.

No public spoke in favor or against the license request.

Sklar closed the public participation portion of the hearing for Select Board deliberation.

By a roll call vote, von Loesecke – aye, McBee – aye, Minar – aye, Sklar – aye, the board voted unanimously to approve the liquor license transfer from The Grapevine to C.B.I.T and the new license for all alcohol.

Ayer Road Project Next Steps

Community & Economic Development Director Chris Ryan came to discuss alternative funding for phase one of the Commercial District Citizen-Based Vision Plan. He explained in phase one a market analysis will be conducted followed by a fiscal impact analysis of the market data. Ryan said this information is vital to assist with establishing a preferred scale of development. He estimates costs to be no more than \$45,000. Ryan continues to be hopeful grant funding may be of assistance as well. The board members were in agreement planning for development to fit the needs of the town is the right approach and this data will provide the necessary information to better understand what is possible.

By a roll call vote, McBee – aye, Minar – aye, Sklar – aye, von Loesecke aye, the board voted unanimously to transfer an amount up to \$45,000 from the Rantoul Trust to fund the Market Impact Analysis

Planning Board Interviews/Appointments

Applicants Brian Cook, Michael Kilian and Doug Thornton were invited to introduce themselves and explain why they are interested in serving on the Planning Board.

Brian Cook is relatively new to town. He is an architect who is raising three boys in Harvard. Cook is very familiar with Planning Boards and is looking forward to getting involved. He believes a true commercial village is essential to maintain a competitive edge in a sustained and measured way.

Doug Thornton has been in town for twenty years and most recently served on the Park & Recreation Commission assisting with fields and beach operations. He is interesting in assisting with plans for development on Ayer Road. He envisions slow careful growth to include considering when it comes to increases in traffic. Thornton has an overall interest in the duties of the Planning Board.

Michael Kilian is also a long term resident who is ready to get more involved when it comes to future planning initiatives in town. He realizes there is a strong sense the town needs more commercial development while preserving town values and the historic character.

The board members were pleased to have three very qualified candidates. Kara Mina nominated Brian Cook for appointment. By a roll call vote, Minar – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to appoint Brian Cook to the Planning Board.

The board members deliberated on the second appointment with McBee and von Loesecke in favor of appointing Doug Thornton and Kara Minar and Stu Sklar in favor of appointing Michael Kilian. It was decided the appointment will be handled at the August 10th meeting when the full board is present.

Public Communication

Bruce Leicher, 58 Warren Ave, complimented Chris Ryan on a job well done to bring plans to the Transportation Advisory Committee. Leicher has learned from State Senator Jamie Eldridge there may be more flexibility than initially thought when it comes to Federal and State requirements.

Staff Report/Updates (Attachment A)

In Other Items section #7:

DPW Director Tim Kilhart requested that the Select Board vote to surplus a glass recycling dumpster (10) which was recently returned to the Town. A former DPW Director had asked the former glass recycling vendor to repair the dumpster: years elapsed, no repairs were made, and it was re-delivered to the DPW last week. By a roll call vote, von Loesecke – aye, McBee – aye, Minar – aye, Sklar – aye, the board voted unanimously to surplus glass recycling dumpster.

Year-end transfers (Attachment B)

Assistant Town Administrator Marie Sobalvarro gave a brief description of the items listed in the transfer requests from Finance Director Jared Mullane.

By a roll call vote, Minar – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to utilize the municipal modernization act (allows surplus funds to be transferred to accounts in deficit) to transfer \$53,239.00 from accounts listed on sheet.

Speed Limit

Based on the board's discussion at their Strategic Planning Session about setting town wide speed limits, Marie Sobalvarro distributed draft language for their consideration. She learned this type of home rule petition offers a variety of options. Board members Kara Minar and Erin McBee offered to work more on this with Sobalvarro.

Discuss Police Chief Recruitment process

Chair Stu Sklar said he spoke with Chief Denmark to thank him for his service and decided he wanted to ask his fellow board members if they may reconsider his original request to use eight weeks of his PTO (paid time off) to go on a consulting trip. Sklar previously asked Vice Chair Rich Maiore for his opinion and he thought it was a reasonable request. Sklar asked if the other members would consider this in an effort to get the chief to stay instead of retiring early. Alice von Loesecke and Erin McBee also spoke with Chief Denmark to thank him for his service. Von Loesecke did not realize the chief was not agreeable to the terms decided upon beyond only allowing for a six week leave time.

Tim Bragan was confident all communications with the board and Chief Denmark were clear and that the chief never indicated he would retire early because of this. Bragan and Sobalvarro began preparing the agreement and were surprised to receive the chief's resignation.

Kara Minar expressed her displeasure with the current situation reiterating the request made by the chief was extraordinary requiring the board to contemplate all aspects and most importantly the public safety of Harvard and its residents.

By a roll call vote, von Loesecke – aye, McBee – aye, Minar – aye, Sklar – aye, the board voted unanimously to direct town administration to renegotiate with the Police Chief.

Letter to MassDevelopment

By a roll call vote, McBee – aye, von Loesecke – aye, Minar – aye, Sklar – aye, the board voted unanimously to approve letter drafted by Victor Normand (Harvard Devens Jurisdiction Committee Chair) and have the chair sign.

Discuss Bromfield House next steps

The board members were in agreement a question in the fall will be too quick. They discussed ideas such as a non-binding ballot question to solicit feedback, need for a vision for the land and a possible straw poll/vote with specific parameters. They will assign specific tasks at their next meeting.

Finalize liaison assignments

The members made a few swaps on the liaison assignments:

School union negotiations – AV

HDJC – KM & RM

PBC & Personnel Board– EM

Bromfield House was added as a special project as an entire board assignment.

Finalize FY22 goals

The board made some additions and minor edits to finalize the document.

Select board reports

Stu Sklar set up a meeting with the parties involved to discuss the pump track concept.

The meeting was adjourned at 10:00pm.

Documents referenced:

Liquor license applications – dated June 2021

Ayer Rd Project: excerpts from Ayer Rd Commercial District Vision Plan Framework – dated May 2021

PB volunteer forms: Cook dated 6/16/21, Kilian dated 7/30/21, Thornton dated 6/14/21

Letter to MassDevelopment – dated 7/7/21

Draft liaison assignments & goals – dated for FY22

Staff Report and Update¹

July 13, 2021

FY22 Budget

FY22 State Budget: Joint committee agreement 11 days into FY22. Harvard's Chapter 70 (\$2,008,951) and Unrestricted Government Aid (\$1,627,607) are identical to the estimates from the Governor's budget (which was what we'd used for building the FY22 budget).

Revised Cherry Sheets are attached (1); receipts increased 23k, charges increased 32k.

Summary of FEMA and CARES, plus ARPA monies received to-date attached (2). FEMA rejected the HES project daily COVID cleaning of \$125,000 which will be submitted to CARES (TBD if CARES will cover the insurance, builders' risk, and performance & payment bond components of these charges.)

GASB 74/75: Data compilation in progress for KMS, our actuarial firm; expected completion of our OPEB liability is in early September.

The Finance Committee will be meeting tomorrow to approve Reserve Fund requests; see attached snapshot (3) from Jared, the Finance Director, for the Reserve Fund status.

Personnel

COA van driver wanted: on-call position, 2-3 days/week, training provided by MART, \$14.44/hour. Please contact Debbie Thompson at dthompson@harvard.ma.us

DPW appointed new Truck Driver/Laborer, Joshua Sherwood, who started July 7.

FY22 Merit Increases applied; 42 staff eligible. Average increase was \$0.28/hr.

Request for health insurance claims review has been sent to Gallagher Benefits Services; additional demographic data compilation, to enable Blue Cross to price plans for Harvard's employee cohort, is in process. An interesting article from the MMA on steps to prepare for next year is attached. (4)

Facilities

Dump dollars! This project is rolling out tomorrow, July 14. I can't say enough about how Julie has done an amazing job managing this project as the liaison between CMGeeks, Bob O'Shea, Tim Kilhart, and the transfer station staff. The PR flyer she'd drafted is attached. (5)

Transfer station sticker sales: Sales via mail and online remain brisk; amount received as of June 30 is \$98,180, ~755 stickers). [As of June 30, 2020 amount received was \$103,967, ~799 stickers].

Preliminary electricity supply pricing being obtained for our 30 accounts; current extreme weather has affected supply projections. (Our supply contract with First Point Power terminates December 31).

Procurement

Hildreth House 2, RFQ Architect: 32 firms requested a package, responses due July 21. The Permanent Building Committee will be meeting the following day to review responses and arrange preliminary interviews.

Hildreth House 2, Lease/Buy RFP: 4 entities requested a package, responses due July 26

¹ Attachments are noted and numbered.

Old Library Roof: 90% Design Documents will be submitted this week; the final design documents for bidding will be available August 13, with bidding projected for mid-August (sub-contractors) through the first week of September.

DPW Assessment RFQ: The Permanent Building Committee selected CBI as the architect; proposal for PBC approval is currently being negotiated.

Cell Tower: Followed up earlier email in June to Steve Rigg at Isotrope, who is reviewing Select Board requests (i.e., removal of items #1 and #9 from proposal) and will be resubmitting.

Other

We recently received notice that the Department of Energy and Environmental Affairs did not approve our application to opt-out of mosquito control spraying, as compared to the efforts of the State Reclamation and Mosquito Control Board; per their letter (6), they have not yet determined whether they will initiate spray activities in the Town. The Board of Health will be discussing this at their meeting tonight.

The Devens Restoration Advisory Board (RAB) will be holding their next meeting Thursday August 19 at 6:30 p.m. They're also distributing flyers around Town (7), trying to encourage residents to become involved in this process. Please email your contact info and questions to formerfortdevensRAB@arcadis.com Likewise, the Devens BRAC is seeking input for a PFAS survey; please see link on the Town's Board of Health page.

Additionally, the Army Corp of Engineers has distributed a letter (8) addressing their outreach to mitigate munitions and explosives of concern (MEC), most recently the magnet fishing prohibition.

Community Choice Aggregation details for the first quarter of 2021 (Jan-Mar) are attached (9).

The CARES Act would be used to fund the \$20k grant to Fivesparks; their lease extends through July 15, 2022, and is now at the monthly payment of \$1600 (commencing in June 2021, the third year). Mark Mikitarian has been tremendously helpful in compiling rental records and the maze of the lease extension periods.

We were not selected for a competitive FEMA/BRIC application to fund the Town Hall emergency generator (\$75k total cost, projecting \$56.7k federal share), primarily as our Hazard Mitigation Plan (previously compiled by MRPC, no longer compiled by them due to 'extraordinary circumstances') has expired.

Tim Kilhart requests that the Select Board vote to surplus a glass recycling dumpster (10) which was recently returned to the Town. A former DPW Director had asked the former glass recycling vendor to repair the dumpster: years elapsed, no repairs were made, and it was re-delivered to the DPW last week. (Our last scrapped surplussed dumpster was sold for \$250.)

For forward planning (re. Hildreth House 2), the Town Clerk suggests that the election be held on Tuesday, November 2 (Election Day), as it's already a school holiday. Like the May 18 Town Election, reduced polling hours for a Special Election did not deter turn-out, and she hopes the Board would be amenable to reduced hours this fall.

A list of current board and committee vacancies is attached. (11)

An overwhelming majority of boards and committees continue to meet remotely via Zoom. A *very* random sampling noted this may be due to ease-of-use, member availability during 'summer vacation season,' lack of A/C in upper Town Hall, evening childcare concerns, environmental concerns/minimizing car trips, members' health issues/autoimmune status, and ease of taking minutes. The AG's office has provided updated guidance (12) which will be shared with all boards and committees.

Attachment B
TOWN OF HARVARD
FY21 YEAR-END TRANSFERS - MGL c44 s33B
7/12/2021

TRANSFER FROM:		6/30/2021
ACCT#	ACCT NAME	BALANCE AVAILABLE
01209-54500	Communications	20,200.00
01211-51120	Police Officer Wages	33,039.00
TOTAL		53,239.00

TRANSFER TO:		6/30/2021
		BALANCE SHORTAGE
01121-51130	Selectboard - Wages	1,148.00
01134-53060	Technology	5,278.00
01151-53080	Legal	774.00
01172-51100	Land Use Salary	123.00
01219-51100	Fire - Salary	11,246.00
01220-55960	Fire - Expenses	249.00
01241-51100	Building Inspection	10,958.00
01242-51100	Gas Inspection	3,099.00
01243-51100	Plumbing Inspection	4,223.00
01245-51100	Wire Inspection	10,322.00
01424-52100	Street Lighting	1,087.00
01650-53800	P&R Expenses	4,732.00
TOTAL		53,239.00

AUTHORIZED BY:

SELECT BOARD

FINANCE COMMITTEE
