



Posted 1.27.2021 at 3:00pm by JAD

SELECT BOARD

AGENDA

Tuesday, February 1, 2022

7:00pm

The Select Board Regular Meeting is being held virtually in accordance with legislation S. 2475, an act relative to extending certain COVID-19 measures adopted during the Covid Pandemic state of emergency. Interested individuals can listen in and participate by phone and/or online by following the link and phone # below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board Meeting

Time: Feb 1, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81972291964?pwd=WUROSXI5elo1dmYyckVVKzAxR1Brdz09>

Meeting ID: 819 7229 1964

Passcode: 659359

One tap mobile

Find your local number: <https://us02web.zoom.us/j/81972291964?pwd=WUROSXI5elo1dmYyckVVKzAxR1Brdz09>

+1 253 215 8782 US

One tap mobile

+1 301 715 8592 US

+13126266799,,123906012# US (Chicago)

+19294362866,,12390012# US (New York)

Agenda Items

- 1) Introduce Police Officer Aaron Cavanaugh (7:00)
- 2) Community Preservation Committee (CPC) recommendations (7:05)
- 3) Update from the Open Space Committee (7:20)
- 4) Approve Minutes 1/4(7:40)
- 5) Public Communication (7:45)
- 6) Staff Report/Updates (7:50)
- 7) Action/Discussion items: (8:00)
 - a) Review and discuss feedback from the balloon/crane test on the Hildreth House property
 - b) Act on the grant support letter for the Shaker Herb Shed
 - c) Discuss granting an entertainment license to Carlson Orchards
 - d) Review Select Board Budgets
 - e) Select Board policies; including use of town common
 - f) Act on Code of Conduct
 - g) Review Personnel Board's recommended work from home policy
- 8) Select Board Reports
- 9) **Executive Session:** per MGL Ch. 30A, s. 21(a)2&3: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.
The Select Board will reconvene into open session only to adjourn.

Next Regular Select Board Meeting

Tuesday, February 15, 2022

7:00pm

All times are approximate except for scheduled public hearings.

Community Preservation Committee
Proposed Slate of FY2022 Warrant Articles
(As of 1/15/2021)

Summary

The CPC received a total of ten grant applications this year. After due discussion and deliberation, the committee voted to recommend funding for all of them, either in full or in part.

CPC Estimated Funding by Source, FY2023

(Based on data and estimates from the Finance Department, the Community Preservation Coalition and the CPC)

Beginning Unreserved Fund Balance		\$ 88,270
FY2022 Town CPC Surcharge Collections	272,894	
Surcharge Interest		
FY2022 Bank Interest		
FY2022 State Match (@ 39.4%)	<u>115,892</u>	
Funds Subject to 10% Per-Category Minimum for FY2023 Grants	\$388,786	
Total Funds Available for FY2023 Grants		\$477,056

The slate of warrant articles proposed for the ATM in March 2022 seeks funding in full for nine of these applications, and funding in part for one of them. Additional warrant articles will set forth CPC recommendations for funding our debt obligation for Town Hall Historical Restoration and for administrative costs associated with carrying out our responsibilities in accordance with the Massachusetts Community Preservation Act.

The following tables summarize the grant applications as submitted to the CPC and the funding as approved by committee vote.

CPC Grant Applications Received for FY2023

Requesting Organization	Application Title	Mass CPA Category	Amount Requested by Applicant	Amount Approved by CPC Vote
Parks & Recreation	Completion of Town Docks	Open Space & Conservation	\$25,000.00	\$25,000.00
Parks & Recreation	Mooring/Raft Anchoring System	Open Space & Conservation	\$30,000.00	\$30,000.00
Parks & Recreation	Safety Improvements to Harvard Parks & Playgrounds	Open Space & Conservation	\$36,000.00	\$10,352.00
Open Space Committee	Community Harvest Project Agricultural Preservation Restriction	Open Space & Conservation	\$100,000.00	\$100,000.00
Open Space Committee	Still River Woods	Open Space & Conservation	\$50,000.00	\$50,000.00
Harvard Fire Department	Fire Reports Preservation	Historic Preservation	\$11,495.00	\$11,495.00
Harvard Historical Commission	Shaker Herb House	Historic Preservation	\$58,500.00	\$58,500.00
Harvard Town Hall	Civil War Tablet Restoration	Historic Preservation	\$11,774.50	\$11,774.50
Town Hall	Preservation of Historic Documents	Historic Preservation	\$21,480.00	\$21,480.00
MAHT	Affordable Housing	Affordable Housing	\$47,706.00 (estimated @ 10%)	\$47,706.00
		Subtotal:	\$391,955.50	\$366,307.50

Additional CPC Funding Warrants for FY2023

CPC	CPC Expenses	CPC Administration	\$2,500.00
Town Hall	Town Hall Debt Service	Historic Preservation	\$48,000.00 estimated
		Subtotal:	\$50,500.00
		TOTAL WARRANTED:	\$416,807.50

The warrant articles submitted by the CPC at the 2022 ATM for FY2023 will amount to \$416,807.50.

Respectfully submitted,
 Didi Chadran
 Chair, Harvard Community Preservation Committee



Town of Harvard Open Space Committee

Select Board Update

February 1, 2022

OSC Goals for 2021 - Recap

- Using the OS prioritization model, create a plan recommending land for acquisition for open space and recreational use based on current and anticipated future demand.
 - ✓ Model updated with new data from ToH Assessors, MassGIS and UMass CAPS
 - ✓ Top 25 list created for OS protection
 - ✓ Potential sites for active recreation identified
- Finalize the capital improvement plan for the protection and development of open space and recreation.
 - ✓ Plan created for OS Protection based on historical spend
 - ✓ Major component of Active Recreation capital need identified

OSC Goals for 2021 - Recap

- Work with Town boards to identify private/non-profit, State and Federal funding sources.
 - ✓ Partnering with MDAR, CHP SVT and HCT on the CHP APR
- Act as Town liaison with individuals and land protection advocacy groups working to protect open space or develop recreational facilities with the authority to apply for, negotiate, and with appropriate approvals direct Town funding for OS acquisition.
 - ✓ Partnering with MDAR, CHP, SVT and HCT on the CHP APR
 - ✓ Submitted two applications to CPC for OS protection
 - ✓ In conjunction with P&R and the Schools, submitted a funding request to CPIC for a new recreation facility

OS Protection and Active Recreation

OS Protection

1. Identify the most important land to protect for

- Agriculture
- Ecologically Significant Areas
- OS Corridors for Wildlife and Humans
- Water & Wetlands

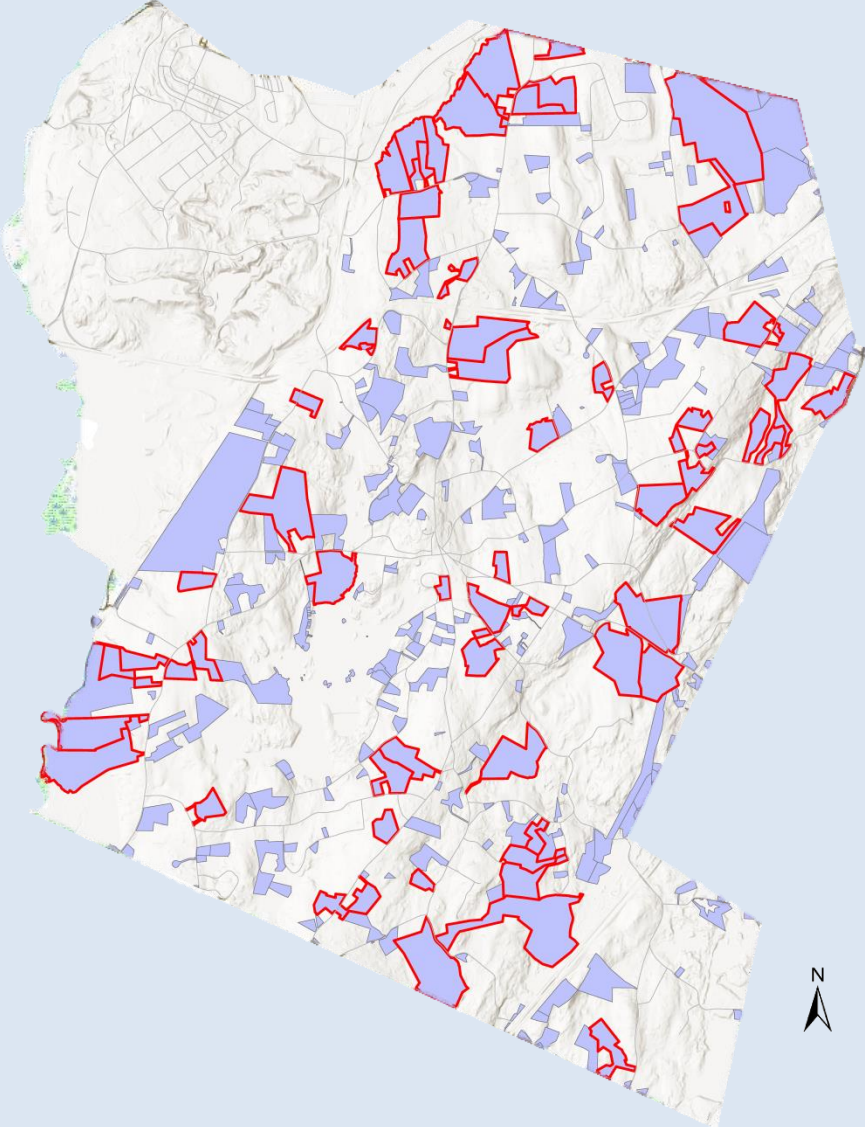
2. Identify the critical OS that is most likely to be developed

Active Recreation

1. Identify land suitable for active recreation with

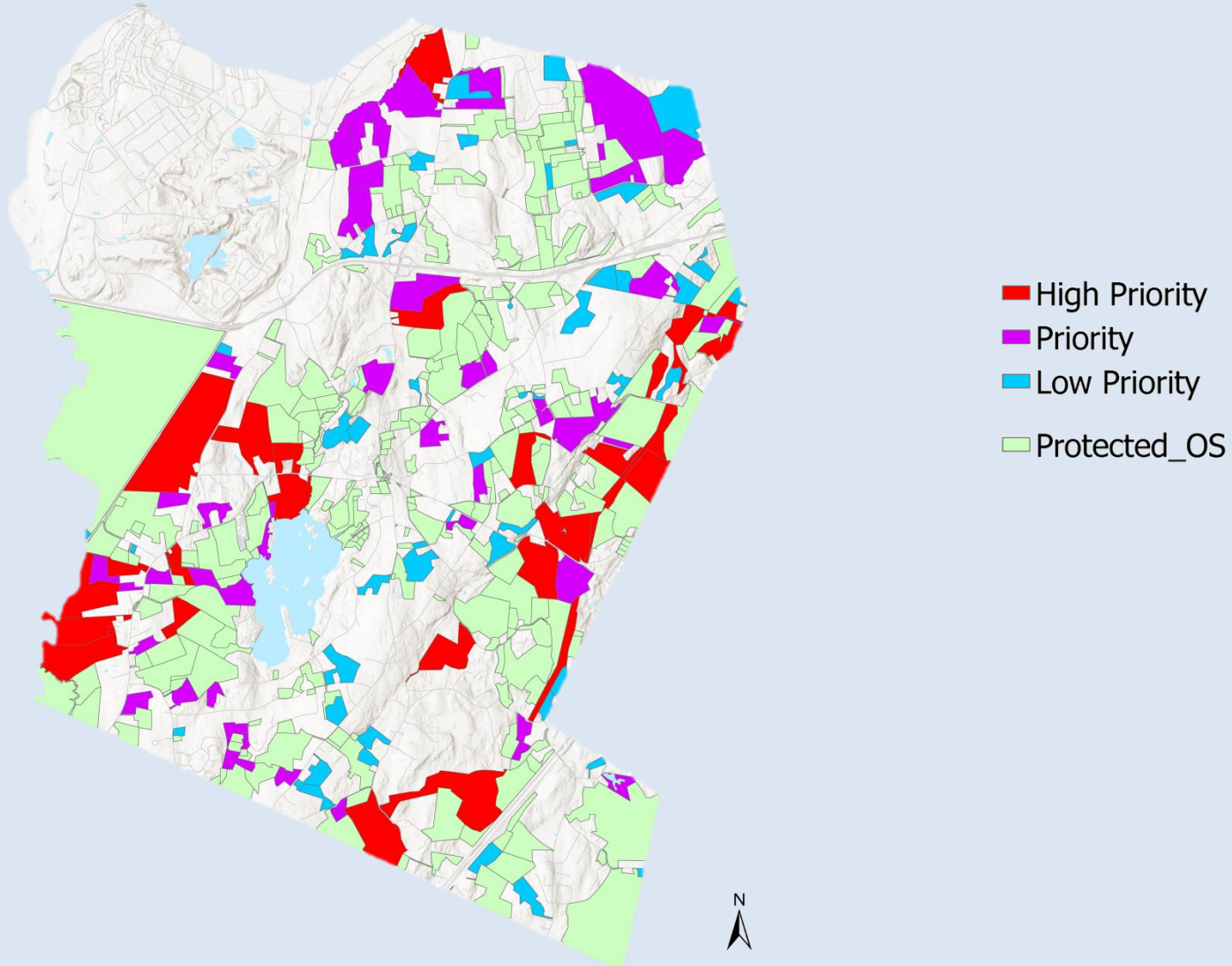
- Adequate size to support playing fields
- Level ground (slope $\leq 4^\circ$)
- Not in wetland/water buffers
- Outside Zone 1 wellhead protection areas
- Road access (> 50' of frontage)

Potential Active Recreation Sites

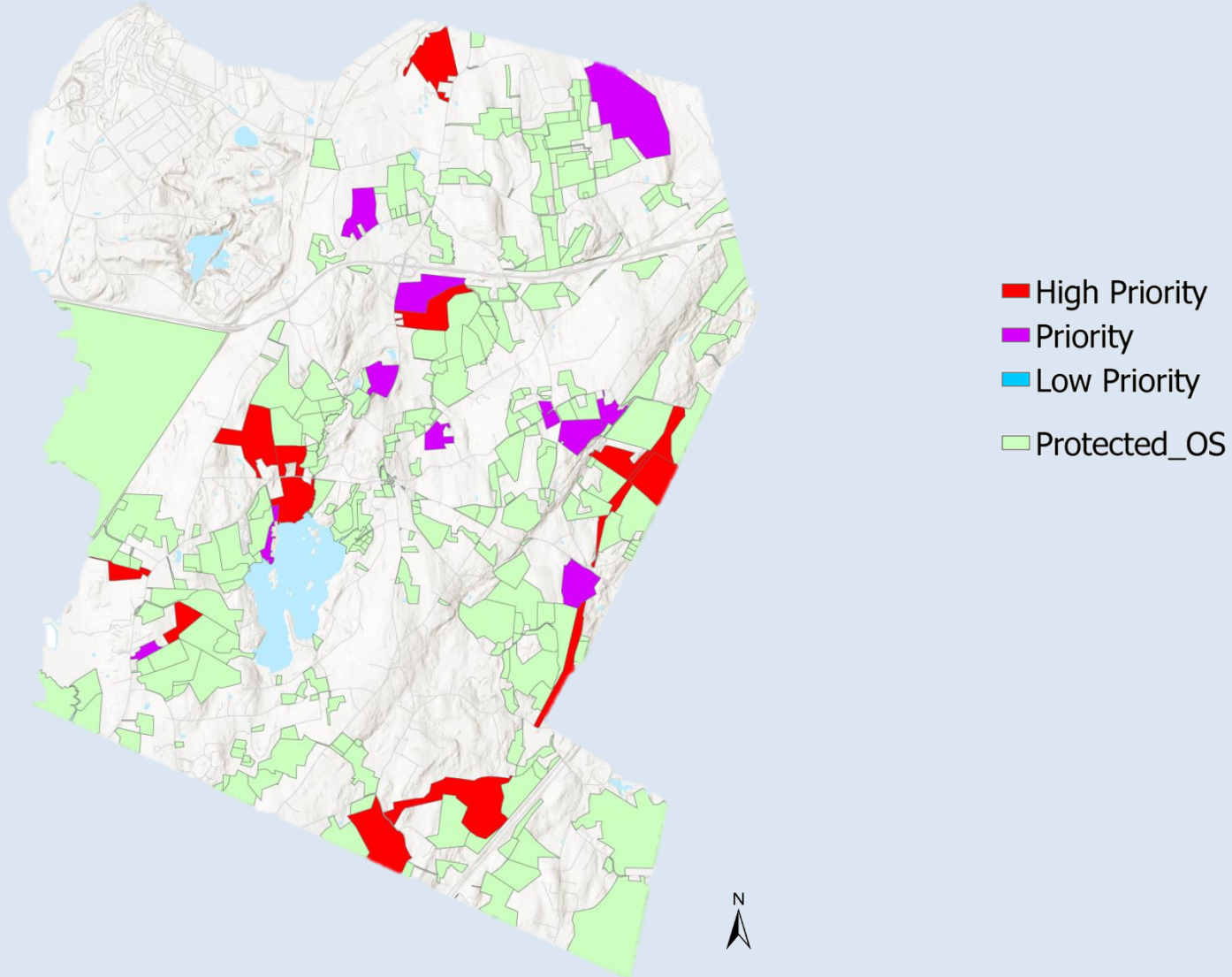


- Potential_Sites_for_Active_Rec
- Unprotected_Rec_OS

OS Protection – Priority Scoring



OS Protection – Top 25



CPC Funding Requests

CHP Orchard APR



Valuation and Funding

Appraised FMV \$2,800,000

Restricted Value \$ 210,000

APR value \$2,590,000

CHP Goal \$2,500,000

MDAR -\$1,239,000

ToH CPA fy2021 -\$ 150,000 (approved)

ToH CPA fy2022 -\$ 150,000 (approved)

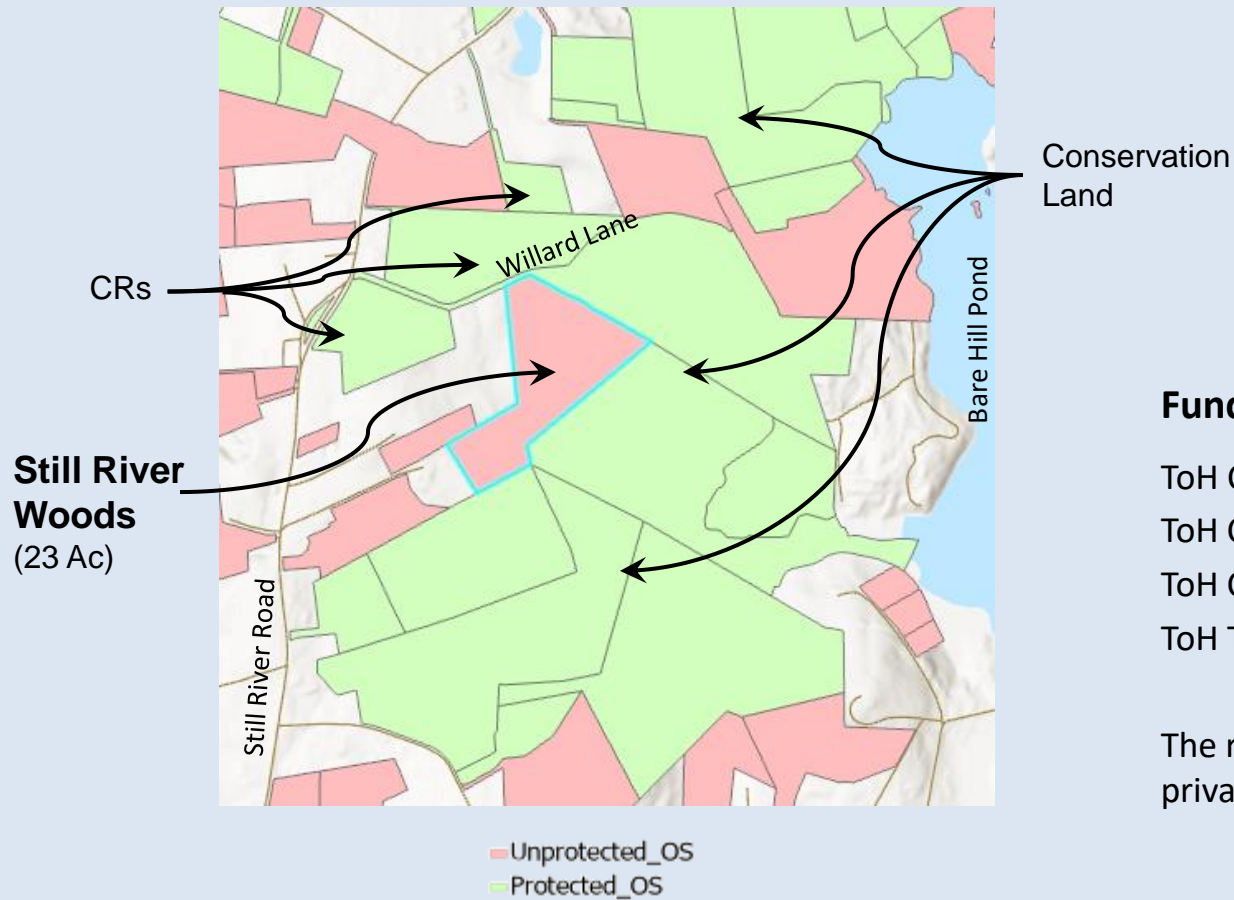
ToH CPA fy2023 -\$ 100,000 (requested)

Remaining \$ 861,000

The remainder of the funding will be raised privately by HCT, SVT and CHP through donations and grants.

CPC Funding Requests

Still River Woods



Funding

ToH CPIC fy2020	\$100,000 (approved)
ToH CPA fy2020	\$100,000 (approved)
ToH CPA fy2023	<u>\$ 50,000</u> (requested)
ToH Total	\$250,000

The remainder of the funding will be privately raised by HCT.

CPIC Funding Requests

Recreational Facility

- A joint application from P&R, the Schools and OSC was submitted to CPIC to fund a multi-field athletic complex
- After deliberation, CPIC recommended allocation of \$50K of capital funds for creation of an Active Recreation Stabilization Fund

OS & Recreation Capital Improvement Plan

Open Space Protection

- Average past spend by Town of \$215K / year
- Supplemented by \$511K / year average from other sources
- Recommend future spend of \$200K / year by Town increasing as land costs rise
- OS maintenance is the purview of ConCom as owner

OS Protection Funding

- Survey for 2016 OSRP showed broad support for protecting additional OS, and establishing a regular funding mechanism
- CPA funds have traditionally been used, but there is increasing competition for the available funds
- Capital expenditures have been used in limited situations

OS & Recreation Capital Improvement Plan

Active Recreation

- One major field project over the coming 10 years
- Potential for additional smaller scale projects (e.g., skate board park) but undefined at this point
- Field maintenance is the purview of P&R as owner
- OSC is looking for clarity on what additional information should be included

OSC Focus for 2022

OS Protection

- Finalize CHP APR and Still River Woods projects
- Initiate next OS protection projects

Active Recreation

- Working with P&R, evaluate the list of potential recreation sites for suitability for an athletic field complex
- Working with P&R, initiate discussions with land owners of the most promising sites
- Complete the Active Recreation capital plan

OSC Charter & Composition

- OSC's charter ends in May 2022
- OSC has had trouble obtaining a quorum
 - Suggest reduction by 2 members
 - Suggest replacing DPW Head with Director of Community Education and Recreation
- OSC's role in deal brokering and fund raising / commitment needs clarification

“Act as Town liaison with individuals and land protection advocacy groups working to protect open space or develop recreational facilities with the authority to apply for, negotiate, and with appropriate approvals direct Town funding for OS acquisition.”

 - CPC requests & review
 - Conservation Fund expenditures

Open Space Protection Costs

Past Spend (2013 - 2021)

Open Space	Year	Acres	Purchase Price ^{1,2}	Funding Source ¹					
				Town	HCT ³	Other non-Profit ³	State / Fed	Abutter Lot ⁴	Trade Lot ⁵
Hoch	2013	11	200	200					
Brown	2013	42	675		675				
Fuller-Dudley Woods	2014	15	831	150	20			300	361
Willard	2015	48	550	550					
Mass Ave	2016	24	280	280					
Horse Meadows Knoll	2017	50	700		175	225			250
Smith	2018	13	38	38					
Grady	2018	10	330		330				
Callahan	2020	8	275		275				
Westward Orchards	2020	11	350		350				
<i>In process</i>									
CHP APR	2021	75	2500	300	400	400	1239		
Still River Woods	2021	23	<i>tbd</i>	200	<i>tbd</i>				
Total		330	6729	1718	2225	625	1239	300	611
Yearly average		41	841	215	278	78	155	38	76

- Notes:
1. All costs are in K\$; gifts are not included
 2. costs do not include ancillary fees such as legal, engineering, and maintenance
 3. *In Process* expense is projected.
 4. Abutter lots are protected in perpetuity by Conservation Restrictions
 5. Trade lots have no conservation protection



Select Board Minutes
Tuesday, January 18, 2022
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, Kara Minar, Erin McBee
Alice von Loesecke and Rich Maiore were not in attendance

Town Department attendees:

Town Administrator Tim Bragan and Executive Assistant Julie Doucet

Additional participants:

Harvard-Devens Jurisdiction Committee (HDJC) Chair Victor Normand, Agricultural Advisory Commission Chair Kerri Green

Vicksburg Square Rezoning update

HDJC Chair Victor Normand reported the HDJC recommends a decision on final disposition and local governance of Devens before taking a position on rezoning of Vicksburg Square. He noted the rezoning effort should provide clarity on the type of housing. He explained until final disposition/governance is resolved efforts to rezone and redevelop will likely not pass as the surrounding communities have no idea on housing to be developed and who will be responsible for permanently providing those services. Normand expressed frustration with the lack of response from MassDevelopment on inquiries made to them. The Select Board members agreed the lack of response is inexcusable and does not bode well for their need for support from the towns.

Town Charter & Select Board (SB) policy review

Erin McBee reported she along with fellow board member Alice von Loesecke have begun review of the SB policies and the town charter. She distributed a draft with areas highlighted for possible revisions. They will discuss in more detail at the next meeting along with policies for use of the town common areas now that they are under the SB jurisdiction and not the Park & Recreation Commission.

Minutes

By a roll call vote, McBee – aye, Minar – aye, Sklar – aye, the board voted unanimously to approve minutes of 12/21 & 1/4, as presented.

Staff Report/Updates (Attachment A)

Tax Season update: Kara Minar had additional questions on properties that have been delinquent since the 90's. She requested a report from the Tax Collector with this data back to 1991 to the present.

ARPA update: By a roll call vote, Minar – aye, McBee – aye, Sklar – aye, the board voted unanimously to engage CLA LLP to assist with ARPA accounting funds and allow the Town Administer or Select board Chair to sign the contract on behalf of the town.

Appointments to the Climate Initiative Committee

Stu Sklar reported two applicants withdrew their applications. The SB members decided to move ahead with making the appointments. By a roll call vote, Minar – aye, McBee – aye, Sklar – aye, the board voted unanimously to appoint Jefferson Burson to a 3-year term, Paul Green as an associate member, Sharon McCarthy to a 1-year term, Adam Meier to a 2-year term, Deborah O’Rourke to a 3-year term, Ellen Sachs Leicher to a 2-year term, Brian Smith to a 1-year term, Christiane Turnheim to a 2-year term, Janet Waldron to a 1-year term and Lucy Wallace to a 3-year term.

SB Code of Conduct

Item moved to the next meeting

Spring Annual Town Meeting

Stu Sklar advocated for the SB members to consider holding the spring ATM outdoors again. He mentioned how useful the tent was for celebration and holding the meeting outdoors is comfortable for those attending especially if the weather is good. Town Administrator Tim Bragan believes ARPA could be used for this purpose. They will revisit when the whole board is present.

Agricultural Bills that are before the Joint Committee on Revenue

Agricultural Advisory Commission Chair Kerri Green came to provide more details on the bills. She explained bill 1833 will offer exemptions for structures and buildings essential to the operation of commercial agriculture which are constructed or reconstructed subsequent to July 1, 2015. She noted this may not affect existing farms however could inspire other farmers. She mentioned bill 3059 which would expand agricultural land and bill 3061 which would change the Chapter 61 application deadline from October to December. Green reported the commission unanimously voted in favor of all three bills. She said the commission is pleased Sklar has offered to testify on their behalf. By a roll call vote, Minar – aye, McBee – aye, Sklar – aye, the board voted unanimously to authorize Sklar to speak on behalf of the Select Board and to submit written testimony.

Select Board FY23 budget proposal

Item moved to the next meeting

Select Board Reports

Kara Minar reported the Revenue Ideation Committee is investigation several ideas such as infrastructure on Ayer Road and a land bank commission.

Stu Sklar reported the War Monument Restoration Committee realized there is no revolutionary war monument in town. They may consider this for the town center cemetery.

The meeting was adjourned at 8:40pm.

Documents referenced:

Vicksburg Square rezoning position paper – dated 1.6.2022

HCIC vol forms – dated Dec 2021

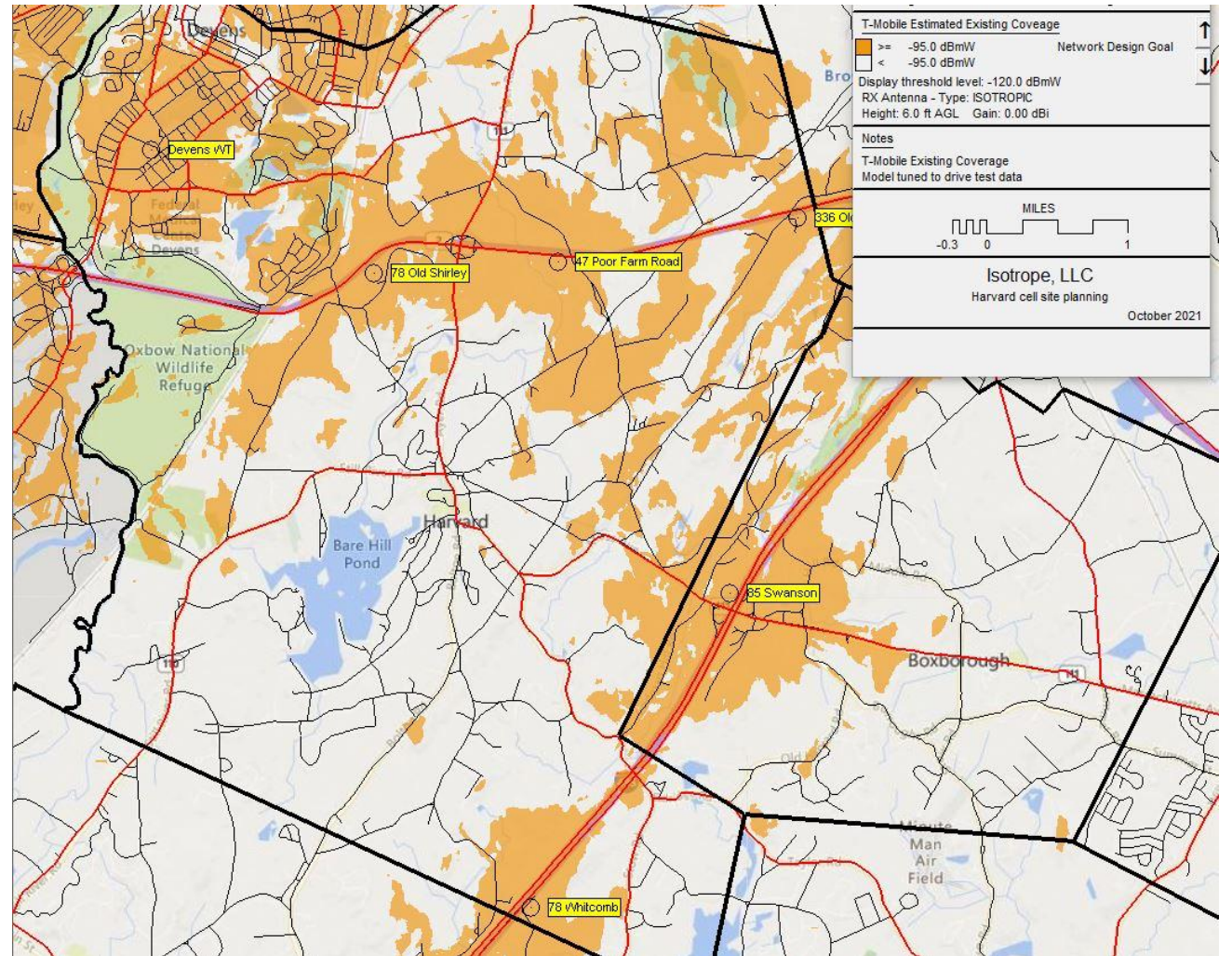
Hildreth Crane Visibility Test

January 21, 2022

Prepared by Isotrope, LLC for the Town of Harvard

Purpose of crane test

A 2021 coverage study conducted for the town showed that the center of town is a “pressure point” for future development of a cell tower. The town of Harvard has an opportunity to control where such a cell tower might be located. The rear portion of the Hildreth House property is wooded, has high ground, and is isolated from residences and the street.



Tower height selection

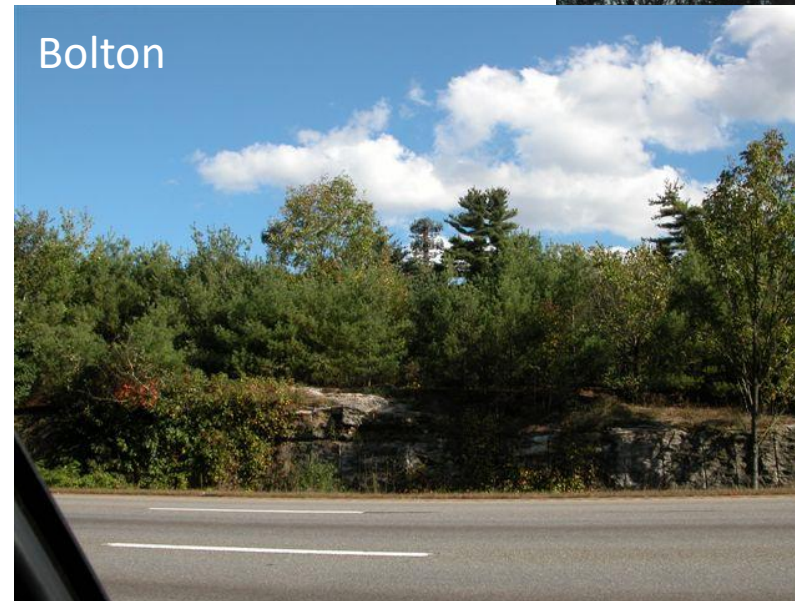
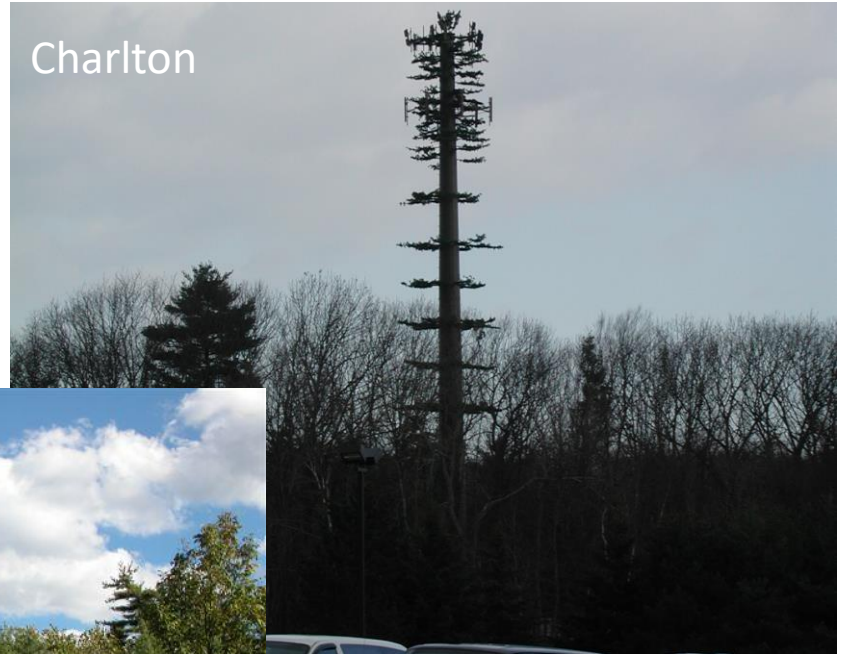
– visual context is key

The town zoning bylaws allow tower height to 105 feet above ground without obtaining a zoning variance. (Numerous other siting restrictions apply.) The Hildreth House property is large enough to accommodate a cell tower to meet other dimensional requirements.

A height of 105 feet limits the number of wireless carriers that can share one tower. Every potential cell site has unique visual impact characteristics.

In some cases, it may be that a taller tower accommodating more carriers is of minimal increase in impact. In other cases, strict adherence to the 105-foot limit may be necessary to prevent significant visual impact.

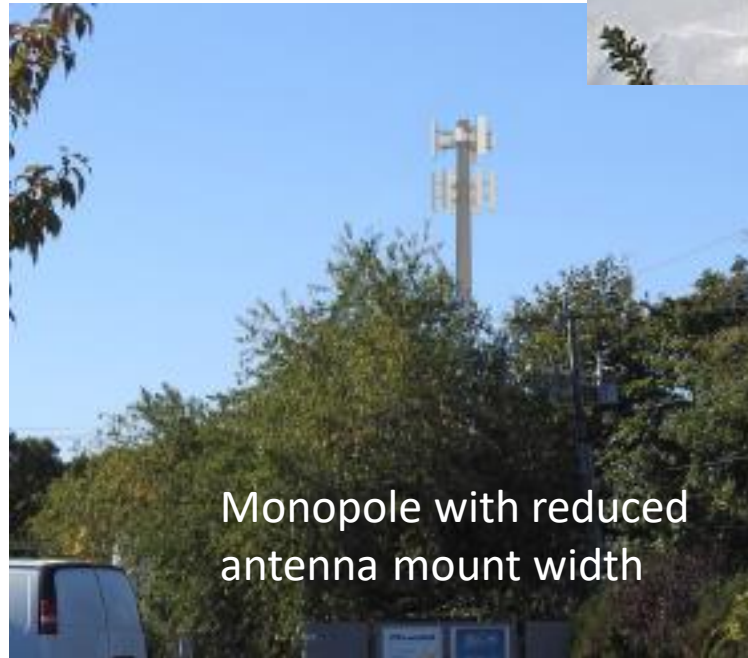
The present survey can be used to consider the relative merits of varying the tower height to accommodate multiple carriers at the town parcel.



Two “monopine” cell towers with widely different visual impacts

Tower design

Cell towers can be camouflaged when their industrial appearance needs mitigation. Consider whether there is a kind of camouflage that would mitigate any detrimental visual impact of a tower at the Hildreth House site.



Key to photos:

Photo # (see map)

Heights:

Crane ground elevation is 5 ft higher than the woods behind it, where the tower would be located.

Top of boom:

130 ft above crane ground
135 ft above possible tower site

Hook:

105 ft above crane ground
110 ft above possible tower site

Compensating for ground elevation difference, effective tower height for visibility test is marked on image. Tower location would be ~140 feet back in the woods.

Height figures represent the equivalent height of that a tower in the woods would be.

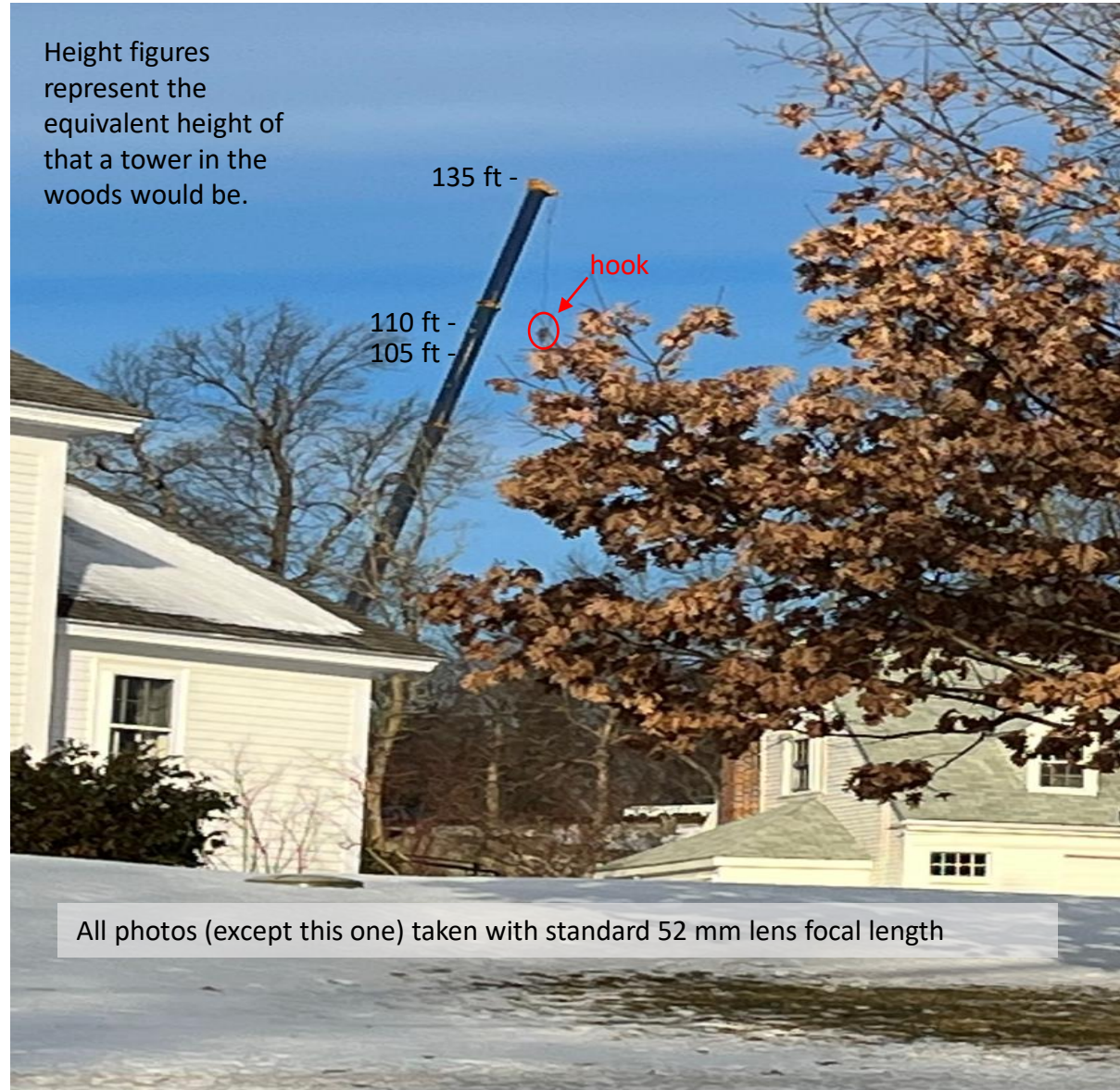
135 ft -

110 ft -
105 ft -

hook

All photos (except this one) taken with standard 52 mm lens focal length

Distance to crane noted here



All photo locations



Photo locations detail – center of town

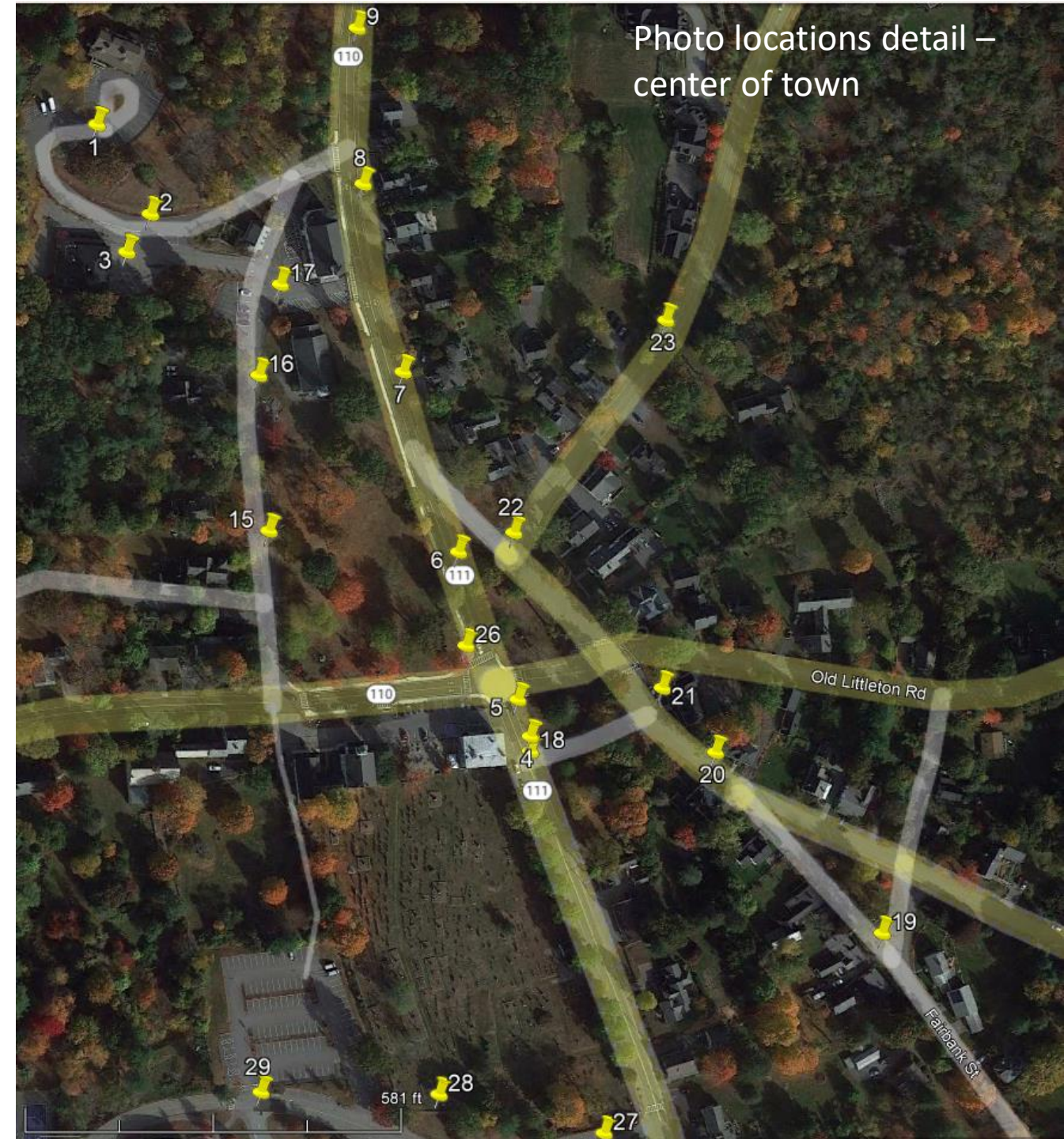


Photo #1

View of crane from Hildreth House upper parking area



Distance 134 ft

Photo #2

View of crane from Hildreth
Driveway between Town Hall
and Fire Station

(tower would be in woods to
left of crane)

Distance 282 ft



Photo #3

View from Fire Station

(tower would be in woods to left of crane)



Distance 315 ft

Photo #4

View from south of junction
of 110 & 111

(Visible, partially screened by
trees)



Distance 1230 ft

Photo #5

View from 111 at 110

(Visible – proposed tower
reference location is to left of
crane)



Distance 1175 ft

Photo #6

View from 111 across
Common in front of Unitarian
church

(Not visible)



Distance 945 ft

Photo #7

View from 111 between
Unitarian church building and
Town Hall

(Visible – this image used for
key in slide #2)



Distance 695 ft

Photo #8

View from 111 south of town
offices entrance

(barely visible through trees)



Distance 498 ft

Photo #9

View from 111 past Hildreth House

(Not visible)



Distance 456 ft

Photo #10

View across southern portion
of 27 Ayer Rd (111) from
street

(Visible through trees)



Distance 588 ft

Photo #11

View across 27, 33 & 35 Ayer Rd (111) from Depot Rd

(Not visible)



Distance 1115 ft

Photo #12

View across 35 Ayer Rd (111)
from Depot Rd

(Visible through trees)



Distance 1125 ft

Photo #13

View across 9 Depot Rd from
Depot Rd

(Visible through trees)



Distance 1302 ft

Photo #14

View across 21 Depot Rd
parcel from Depot Rd at end
of driveway of 25 Depot Rd
(Visible through trees)



Distance 1620 ft

Photo #15

View across 9 Elm St
(Visible through trees)



Distance 770 ft

Photo #16

View from front of 9 Elm St
(Visible through trees)



Distance 561 ft

Photo #17

View from behind Town Hall
(Visible, partially screened by trees)



Distance 477 ft

Photo #18

View from Park St at 111

(Visible, partially screened by trees)



Distance 1252 ft

Photo #19

View from Fairbank St
triangle at Oak Hill Rd
(Visible, through trees)



Distance 1800 ft

Photo #20

View from Fairbank St south
of Park St

(Visible, partially screened by
trees)



Distance 1427 ft

Photo #21

View from Fairbank St at Old Littleton Rd

(Visible through trees)



Distance 1300 ft

Photo #22

View from Littleton Rd at
Fairbank Rd

(Visible, partially screened by
trees)



Distance 977 ft

Photo #23

View from 5 Littleton Rd at
Fairbank Rd

(Visible through trees)



Distance 979 ft

Photo #24

View from 111 (Ayer Rd)
across #35 & #33 Ayer Rd

(Not visible)



Distance 1134 ft

Photo #25

View from 111 (Ayer Rd)
north of Depot Rd

(135 ft visible through trees,
110 ft not visible)



Distance 1500 ft

Photo #26

View from Common at
junction of 110 & 111
(Visible through trees)



Distance 1063 ft

Photo #27

View from school driveway
near 111

(135 ft visible, 110 ft visible
through trees)



Distance 1804 ft

Photo #28

View from school driveway
midpoint

(Not visible)



Distance 1651 ft

Photo #29

View from school driveway
midpoint

(135 ft visible, 110 ft visible
through trees)



Distance 1574 ft

Photo #30

View Across school from
Pond Rd at Warren Ave

(Visible)



Distance 2651 ft

Photo #31

View from Pond Rd between
111 and Warren Ave
(Visible through trees)



Distance 2615 ft

Photo #32

View from 111 at Bolton Rd
(Visible, partially screened by trees)



Distance 2977 ft

Photo #33

View from 111 south of
school entrance

(Visible through trees)



Distance 2325 ft

Photo #34

View from 111 farther south
of school entrance

(Visible through trees)



Distance 2642 ft

Fw: Crane photos w/o car

Marie Sobalvarro <msobalvarro@harvard-ma.gov>

Fri 1/21/2022 3:43 PM

To: Ask The TA <asktheta@harvard-ma.gov>

For the photo compilation 😊

-M.

Asst Town Administrator / HR Director
Town of Harvard
13 Ayer Road, Harvard MA 01451
978-456-4100 x330

Note new email address: **msobalvarro@harvard-ma.gov**

From: Debbie Thompson <dthompson@harvard-ma.gov>

Sent: Friday, January 21, 2022 10:17 AM

To: Marie Sobalvarro <msobalvarro@harvard-ma.gov>

Subject: Fw: Crane photos w/o car

Lisa took these today. 😊

*Deborah Thompson, MS, LSW
Director, Harvard COA
13 Ayer Rd., Harvard, MA 01451
978-456-4120*

PLEASE NOTE MY NEW EMAIL ADDRESS: dthompson@harvard-ma.gov

From: Lisa Rosen <ldrosen22@aol.com>

Sent: Friday, January 21, 2022 10:06 AM

To: Debbie Thompson <dthompson@harvard-ma.gov>

Subject: Crane photos w/o car







Sent from my iPhone

Crane test "balloon" pictures

Mon 1/24/2022 4:37 PM

To: Ask The TA <asktheta@harvard-ma.gov>

Hi,

I think the balloon should have been more visible—please clarify what height the proposed tower will be and how many layers / extension add ons are permitted. I do not think it should be any higher than the minimum for adequate coverage.

The two locations I could see it from best were from across the street from the general store and from the corner of Pond Road and 111.









110 WEST
CLINTON
WORCESTER

BICYCLE

110

ON ROADWAY

EAST
110
TO



Photos of Proposed Cell Tower Height

Fri 1/21/2022 9:06 PM

ov>





Crane photos

Fri 1/21/2022 8:19 PM

To: Ask The TA <asktheta@harvard-ma.gov>

32 Mass Ave, Harvard, MA 01451







Downtown cell tower

Mon 1/24/2022 3:06 PM

To: Ask The TA <asktheta@harvard-ma.gov>

Hello.

Not sure if this issue will come up for a vote, or if an email is the only way to voice an opinion. Assuming the latter, then I give this proposal a big thumbs down.

There must be a better (if not as effective) way to address poor cell coverage in town. Blighting the historic downtown with a cell tower shouldn't even be on the table, in my opinion.

I'd rather continue with poor cell coverage if ruining the town center is the only option to improve coverage.

Technology changes and evolves. I'd rather continue suffering poor cell coverage, and await improvements in technology, than scarring the town center's visual character with a hulking tower.

Thank you.

cell tower

[REDACTED]
Sun 1/23/2022 10:29 PM

To: Ask The TA <asktheta@harvard-ma.gov>

You've got to be kidding! You want to put a cell tower up behind the prettiest town common in Massachusetts?

[REDACTED]

Crane pics

Fri 1/21/2022 3:56 PM

To: Ask The TA <asktheta@harvard-ma.gov>

Photos from the General store parking lot, behind the library at the stop sign before the high school lot, and the corner of pond rd and mass ave.

The crane is VERY visible from pond rd near Nutting Carpentry










but I didn't get a photo.

Re: Crane test and cell phone coverage in Harvard

Tim Bragan <tbragan@harvard-ma.gov>

Fri 1/21/2022 3:45 PM

To: Ask The TA <asktheta@harvard-ma.gov>; Marie Sobalvarro <msobalvarro@harvard-ma.gov>



I am writing in response to the email you sent to Ask The TA.

We do not have a wireless company in mind as we would have to put this out to bid and award the contract to the highest and best bidder. Currently the crane test is for research purposes only as no final decision has been made. We have not been approached but had been in the past. The Town hired a private company to research cell signals and determine the best spot for a tower and now the crane test is the next step with respect to how it may look visually.

I hope this answers your questions and should you have others please feel free to send them to me.

Regards,

Timothy P. Bragan
Town Administrator
13 Ayer Road
Harvard, Massachusetts 01451


From: Ask The TA <asktheta@harvard-ma.gov>

Sent: Friday, January 21, 2022 10:01 AM

To: Tim Bragan <tbragan@harvard-ma.gov>; Marie Sobalvarro <msobalvarro@harvard-ma.gov>

Subject: Fw: Crane test and cell phone coverage in Harvard

Question in ask the TA



Sent: Tuesday, January 18, 2022 4:47 PM

To: Ask The TA <asktheta@harvard-ma.gov>

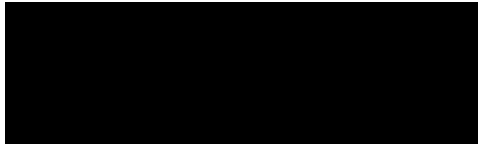
Subject: Crane test and cell phone coverage in Harvard

Hi there!

I read the article in the Harvard Press about the upcoming crane test to determine the visual impact of a tower.

The article goes on to say "should the board approve leasing the 2,500-square-foot parcel to a wireless company for a tower, residents would make the final decision at Annual Town Meeting in the spring,".

tower company in mind to lease to or is this just for research purposes? I assume the town has you can advise. Thank you!



Crane test

Fri 1/21/2022 5:56 PM

To: Ask The TA <asktheta@harvard-ma.gov>

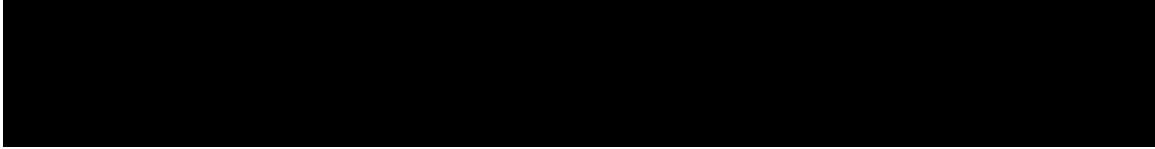
I took this image with my phone while standing in front of the Sanctuary door of the Congregational Church. 2 of 2.



Fwd: Not visible from shore



v>



Westcott Road

Fri 1/21/2022 6:24 PM

To: Ask The TA <asktheta@harvard-ma.gov>

No balloon visible here. This area will continue to be a cellular dead zone if a tower goes up near Hildred House



Cell tower - in church steeple?

[REDACTED]
Mon 1/24/2022 2:37 AM

To: Ask The TA <asktheta@harvard-ma.gov>

Hello. I also wanted to echo the suggestion / question of if it is possible to hide the cell tower in a church steeple? I realize there may be trade off in coverage, but based on the photos posted on Nextdoor from different vantages. A more discrete tower would be preferable.

[REDACTED]
Sent from my iPhone

Cell Tower Pics

Mon 1/24/2022 10:07 PM

attached).







Re: Crane test

[REDACTED]
Mon 1/24/2022 9:52 PM

To: Ask The TA <asktheta@harvard-ma.gov>

In case it isn't obvious, I could not see the crane from either location. In the summer, when the leaves are on the trees, the view would be even more obscured.

[REDACTED]

On Jan 24, 2022, at 4:49 PM, Ask The TA <asktheta@harvard-ma.gov> wrote:

Thank you! Have downloaded your photos + comments, which will go into a compiled packet for the Select Board.

[REDACTED]
Sent: Friday, January 21, 2022 5:55 PM

To: Ask The TA <asktheta@harvard-ma.gov>

Subject: Crane test

I took this image with my phone while standing in front of the Sanctuary door of the Congregational Church. 2 of 2.



[REDACTED]

Sent: Friday, January 21, 2022 6:03 PM
To: Ask The TA <asktheta@harvard-ma.gov>
Subject: Hildreth Wireless Tower Test

Hi,

I live at 36 Lovers Lane and can confirm we do not see the crane at all from this location.

I want to voice our strong support for the wireless tower. We have no service at our home (across all carriers: AT&T, Verizon, T-Mobile..). At times we need to rely on a house phone to make calls and texting someone without an iPhone is far from a possibility.

Most importantly, for the safety of folks driving and walking around this area, wireless connection is expected and imperative in 2022.

Thanks for all that you do,

[REDACTED]

Sent from my iPhone



TOWN of HARVARD

Harvard Select Board
13 Ayer Road
Harvard, MA 01451

February 8, 2022

Massachusetts Historical Commission
Attn: Paul Holtz, Grant Co-director and Historical Architect
220 Morrissey Boulevard
Boston, MA 02125

Dear Mr. Holtz,

At their February 2, 2022 meeting, the Harvard Select Board voted unanimously in support of the Harvard Shaker Herb House preservation project and the our associated grant application. We hope will you give this project's application your fullest consideration.

Respectfully,

Stuart Sklar, Chair
Harvard Select Board



TOWN OF HARVARD
BOARD OF SELECTMEN
GENERAL LICENSE
APPLICATION

Please check all boxes that apply:

- One Day Liquor License \$50.00
- Farmers Market License \$50.00
- Carry-In (BYOB) \$50.00
For Common Victualler
- Common Victualler License \$25.00
- Entertainment License \$25.00
- Entertainment License \$75.00
With Carry-In (allows patrons to bring in beer and/or wine)

Franklyn W. Carlson, Pres.

December 14, 2021

Applicant

Date

Carlson Orchards, Inc.

Business Name

DBA (if different)

115 Oak Hill Road,

978-456-3916

fcarlson@carlsonorchards.com

Street Address/PO Box

Telephone

Email

Harvard

MA

01451

City/Town

State

Zip

The licensed premises, activity, or equipment shall be located at the following address:
(include what zoning district the business will be in)

115 Oak Hill Road, Harvard, MA. A/R district

This license is requested for the following expected hours of operation and days of the week.

11 am to 7:30 pm, Thurs, Fri, Sat . 11 to 6 Sun

Describe activity in the space below details of the license you're applying for (include any floor plan, if necessary):

Pub style music in the tap room

Entertainment License Application
Pursuant to M.G.L. c. 140, §183A
(Only if you are applying for an entertainment license)

Please check all that apply:

Dancing: By Patrons _____ By Entertainers _____ No Dancing

Music: Recorded _____ Juke Box _____ Live Music _____

Amplification System No Music _____

Shows: Theatre _____ Movies _____ Floor Show _____

Light Show _____ No Shows

Admission Charges: Yes _____ No

If yes, how much (or submit an admission schedule) _____

Other (Indicate Quantity): Televisions _____ Video Games _____ Pool/Billiard Tables _____

Does the facility have a sprinkler system? Yes No _____

Please fully describe the proposed entertainment (Type, dates, hours of operation, indoors/outdoors, number of maximum patrons/attendees, etc. You may also submit a separate narrative to answer this question in deeper detail if more space is required):

Pub style music. Some amplified. Small groups from single performers to 2 & 3 and some groups of 5 to 7.

In addition, please submit the required documentation as part of your application:

1. Floor Plan of the proposed licensed premises;
2. Proof of adequate liability insurance (including alcohol insurance for on-premises liquor licenses)
3. Proof of Worker's Compensation Insurance certificate;
4. Adequate TIPS certified documentation only for proposed Manager of on-premises liquor licenses).

I certify under pains of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all state taxes required under law, and that all the information in this application are to the best of my knowledge true and correct.



12/14/2021

Signature

Date

TOWN OF HARVARD

SELECT BOARD

POLICIES & PROCEDURES

PURPOSE

In May 2018 the electorate endorsed adoption of the Town of Harvard, Harvard Charter, 2018 (“Charter”) which, among other features, expanded the role and responsibilities of the Select Board. The Select Board, recognizing the need to revise the existing Policies and Procedures to reflect these changes and to codify the working relationships among the members of the Board, between the Board and the Town Administrator, and the Board and other Town boards, committees, officials and citizens, and also recognizing the need to systemize and reduce to writing the Town's public policies and procedures, hereby adopts the following operating procedures, Select Board Policies and Procedures.

NATURE OF POLICIES & PROCEDURES

These policies and procedures contain items relating to topics that cannot be addressed elsewhere. Subjects that would more appropriately be addressed in a statute, by-law or regulation are not addressed in this format. However, roles and responsibilities identified in the Charter are cited where appropriate.

When one of these policies or procedures prohibits taking action on a specific item at a meeting, the Board may suspend it by unanimous consent. This will only be done when it is necessary to act upon the item at that meeting and there are no conflicts with any other law or regulation.

PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES

Draft policies and procedures will be placed on the agenda for any regularly scheduled meeting of the Board. Drafts will be in writing, and may be introduced only by a member of the Board or the Town Administrator. Upon receipt of a draft, the Board may choose to discuss the policy immediately or schedule the discussion for a future meeting. The Board may schedule any hearings or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials as it deems necessary.

The Board will not vote on a policy at the same meeting that it is first introduced. A unanimous vote of a three member board or four votes of a five member board is necessary for adoption.

The Town Administrator will be responsible for implementation of all policies and procedures.

AUTHORITY

The Select Board is an elected Board and derives its authority and responsibilities from the Town Charter, the statutes of the Commonwealth of Massachusetts and the By-Laws of the Town of Harvard.

ELECTION AND QUALIFICATION

In accordance with the Town Meeting vote of November 21, 1992, the Board consists of five duly elected members. Before assuming official duties, each newly elected member shall be duly sworn in by the Town Clerk.

VACANCIES ON THE BOARD

When a vacancy occurs in the membership of the Select Board, the Board or its remaining members shall call a special town election to fill the unexpired term or terms in accordance with the Massachusetts General Laws, and as set forth in Article 3 of the Charter.

ROLE OF THE SELECT BOARD

The Board is responsible for policy development, and review for compliance, as more specifically defined in Sections 2-4, 2-6, and 3-2, and Article 6 of the Charter. The Board may establish liaisons with other Town boards and committees to facilitate communication. Day-to-day operation of town administration and oversight of town departments is the responsibility of the Town Administrator. **Therefore, concerns and questions about the operation of departments, and suggestions for improvements should be addressed to the Town Administrator. In addition, the responsibility for addressing these issues is carried out through the Town Administrator. Select Board members may be called upon to resolve disputes that are unable to be resolved on the staff level. The Select Board may also follow up on concerns or issues addressing these approved policies.**

ROLE OF THE TOWN ADMINISTRATOR

The Board appoints a Town Administrator who functions as the Town's Chief Administrative Officer as set forth in Article 4 of the Charter. The primary duties of the Town Administrator shall be the day-to-day administration of the general government as outlined in said Charter and the position's job description. The Town Administrator will also assist and work under the direction of the Select Board in the formulation of policy.

The Town Administrator must maintain a close working relationship with all members of the Board. **He/she shall regularly brief the Board on all important issues.**

In order to provide the Town with continuity of management, the Select Board shall enter into an employment agreement with the Town Administrator that delineates his/her responsibilities and condition of employment as permitted by statute.

BOARD POLICIES AND STANDARDS OF CONDUCT

1. A member of the Select Board, in relation to the community should:
 - a. Realize that his or her basic function is to carry out its mandated responsibilities and develop Town policy related thereto, with **administration delegated to the Town Administrator.**
 - b. **Realize that he or she is one of a team and should abide by board decisions once they are made.**
 - c. Be well informed concerning the duties of a board member on both local and state levels.
 - d. **Remember that he or she represents the entire community at all times.**

- e. Accept the office of Select Board member as a means of unselfish service, not benefit personally or politically from his or her board activities.
 - f. In all appointments, avoid political patronage by judging all candidates on merit, experience, and qualifications only.
 - g. Abide by the ethics established by the State and not use the position to obtain inside information on matters which may benefit someone personally.
2. A member of the Select Board, in his or her relations with administrative officers of the Town, should:
- a. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Give the Town Administrator appropriate responsibility for discharging his or her disposition and solution.
 - d. Members of the Select Board may only access legal counsel with the approval of the Chair or the Town Administrator. All other Town officials, board members and employees may only access legal counsel with the approval of the Town Administrator.
3. A member of the Select Board, in his or her relations with fellow board members, should:
- a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the board outside of such meetings.
 - b. Reserve any final decision on matters that will come before the board until he or she had had an opportunity to hear the pros and cons of the issue.
 - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - d. Make decisions only after all facts on a question have been presented and discussed.
 - e. Treat with respect the rights of all members of the board despite differences of opinion.

ORGANIZATION OF THE BOARD

The Chair shall be elected annually at the first regular meeting following the Strategic Planning Session. The Board may remove the Chair at any time. The Chair may serve up to two consecutive terms. A majority vote shall constitute an election. Nominations require no second. The immediate past Chair shall preside as Chair pro-term until the Chair is elected. If there is no immediate past Chair, the senior member in terms of current service shall serve as Chair pro-term. In the case of members with the same amount of seniority, the member receiving more votes in the most recent election shall serve. If a vacancy occurs in the office of Chair, the Board shall elect a successor. The Board shall further appoint a Vice-Chair and Clerk under the same provisions stated for the Chair.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Board shall:

1. Preside at all meetings of the Board. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes and preside over the discussion of agenda items.
2. Sign official documents that require the signature of the Chair.
3. Call special meetings in accordance with the Open Meeting Law.

4. Prepare agendas with the Town Administrator and Executive Assistant.
5. Arrange orientation for new members.
6. Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chair.
7. Serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair.
8. Make liaison assignments and assign overview responsibilities for project and tasks to Board members unless otherwise determined by the Board.
9. Conduct an annual review of the Town Administrator in December. The Chair should draft the review, discuss it with the Town Administrator in a meeting with the Vice Chair, and share it with other Select Board members at a public meeting for their input.

The Chair shall have the same rights as other members to offer motions and resolutions, to discuss questions and to vote thereon.

RESPONSIBILITIES OF THE VICE-CHAIR

The Vice-Chair of the Board shall act in the place of the Chair during his/her absence at meetings. Should the Chair leave office, the Vice-Chair shall assume the duties of Chair until the Board elects a new Chair. By vote of the Select Board, the Vice Chair may be authorized to sign official documents in the Chair's absence. The Vice Chair should also participate in the annual review of the Town Administrator, as described under the responsibilities of the Chair.

RESPONSIBILITIES OF THE CLERK

The Clerk shall be responsible to ensure meeting minutes are properly kept in accordance with applicable portions of Massachusetts General Law.

REGULAR BOARD MEETINGS

Regular Board Meetings are held the first and third Tuesdays of each month unless changed by the majority of the Board. The Board shall not meet on days designated legal holidays.

SPECIAL MEETINGS

A meeting called for any time other than the regular meetings shall be known as a "Special Meeting". The same rules as those established for regular meetings will apply. Special meetings may be called provided that a majority of the members agree to meet and all Board members are notified.

WORKING MEETINGS

The Board may conduct informal "working session" from time to time as the situation warrants. At such meetings, which will be posted in accordance with the Open Meeting Law, no official action will be taken. A synopsis of transactions of informal meetings will be made a part of the minutes of the following regular meeting.

STRATEGIC PLANNING SESSION

The Board shall conduct a Strategic Planning Session by its second regularly scheduled meeting in June. The session shall be conducted for the Board to determine and develop its goals for the upcoming year, which shall be published within 60 days of the Annual Town Meeting as a Statement of Goals for the Board , as

set forth in Section 3-2 (b) of the Charter. The Statement of Goals shall be the basis of the Select Board's Annual Report to the Annual Town Meeting as set forth in Section 2-4 of the Charter.

MEETING PROCEDURES

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. Robert's Rule of Order is used as a guide in matters requiring clarification of definition.

A quorum shall consist of three members of the Board, or as per section 1-9 (i), a majority of the members of an agency then in office, not including any vacancies that might then exist. As a practical courtesy, action on critical or controversial matters, the adoption of policy, or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second and vote. **Split votes will be identified by name.**

The Town Administrator is expected to be in attendance at all meetings of the Board, as per Article 4-2 (d) of the Charter. The Town Administrator shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his/her office. He/she shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under his jurisdiction, as defined in Article 4-2, 4-3, 4-4, and 4-5 of the Charter.

ABSENTEE MEMBER PARTICIPATION.

Any member may participate remotely only if physical attendance would be unreasonably difficult.

Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. **Additionally, a quorum of the Board, including the chair or, in the chair's absence, the person chairing the meeting, must be physically present at the meeting location;** members of a public body who participate remotely and all persons present at the meeting location must be clearly audible to each other; and All votes taken during a meeting in which a member participates remotely must be by roll call vote.

Where a Select Board member is participating in an executive session remotely, the member must state at the start of the executive session that no other person is present or able to hear the discussion at the remote location. The Board may authorize, by a simple majority vote, the presence and participation of other individuals at the remote participant's location.

EXECUTIVE SESSION

If practicable, Executive Sessions, other than a few minutes in duration, will be scheduled only at the end of the open meeting. Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. The mover must specify in the motion to enter Executive Session the reason the session sought. A majority of the members present must vote to enter Executive Session by roll call vote. The motion must state whether the Board will reconvene into open session to adjourn or to continue in open meeting.

AGENDA PROCEDURES

The responsibility for coordinating and planning the bi-weekly agenda is that of the Chair and Town Administrator. Each of the Board Members and the Town Administrator may place items on the agenda. The Town Administrator, in consultation with the Chair, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business.

All items for the agenda must be submitted to the Town Administrator by 9:00 a.m. on the Wednesday preceding the meeting. Items of emergency or strictly routine nature that develop after closing of the agenda may be considered at the Chair's discretion and the agenda updated by noon the Monday before the meeting.

Agenda items normally include:

1. Call Meeting to Order
2. Accept Minutes
3. Scheduled Appointments (resident/committee presentations)
4. Public Communication
5. **Town Administrator's** Report
6. Action Items (appointments, licensing, permits)
7. Issues and Discussion Items
8. Select Board member reports
9. Executive Session as needed.
10. Adjournment

Members of the Board, staff, Town Administrator, or others who prepare background material for the meeting should make an effort to have such material available no later than Thursday noon, provided the Chair has been notified of the matter and it has been included on the agenda. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting which were not in the Board's meeting packet, any member should feel free to request the tabling of the item to allow careful study of the material presented or the motion proposed.

The agenda shall be available to the public 48 hours prior to the meeting excluding Saturday, Sunday and legal holidays and posted on the town website and with the Town Clerk. Copies of the minutes of the previous meeting and all important correspondence, reports and other pertinent background materials shall be forwarded with the agenda to Board members.

The Board shall not begin discussion of or act on an agenda item after 10:00 p.m. of a regularly-scheduled meeting. This rule may be waived by a unanimous vote of a three or four-member meeting and four votes of a five-member meeting.

MINUTES

In the event the Executive Assistant is not present at a meeting the minutes will be produced by viewing the HCTV taping of the meeting.

Minutes circulated to members of the Board on or before any Friday shall be in order for approval at the next regular meeting of the Board. By unanimous consent, minor corrections may be made to the minutes

without advance circulation of such corrections. Minutes will be circulated to members of the Board for their input and a final version will be included with the agenda packet.

Minutes must include the date, time, place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes. Approved minutes shall be recorded in a Minutes Book which shall be bound when filled to capacity. Minutes of Executive Sessions shall be separately kept and recorded in accordance with the above procedures. Minutes (other than of executive sessions) are open for public inspection.

APPOINTMENTS

The Select Board makes numerous appointments each year, most of which require a majority vote. Section 3-2 (b)2 of the Charter, however, requires the Board to appoint by no fewer than 4 members, the following: Planning Board, Board of Health, Cemetery Commission, Community Preservation Committee, Constable, Historical Commission, Park and Recreation Commission, and Tree Warden. Appointments are generally made for one or three years in length. Appointments shall not be made for more than three years unless specifically allowed by State Law. Appointments generally are made by June 30th of each year. In the case of appointments, no second to the nomination or motion will be required prior to Board action.

Whenever possible, the Board will seek to appoint members from diverse backgrounds and fields of expertise, so that a true cross section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable. Vacancies could be advertised in the local paper as well as on Cable TV. Appointments should be based on merit and qualifications.

The Select Board liaison will as needed:

1. Assist the committee/board in developing criteria for the vacant position.
2. Assist the committee/board in balancing institutional knowledge while encouraging involvement of new volunteers.
3. Assist with succession planning and or term limits

The Executive Assistant shall:

1. Provide by February 1st a list of the positions up for reappointment and any current vacancies to be filled to the Select Board members.
2. Notify the SB liaison and Chair of the appropriate board or committee regarding reappointment or the filling of vacancies.
3. Notify incumbents and request their statements of intent regarding reappointment by March 15. Advertise annual appointments on town website.
4. Notify Committee/Board Chairs recommendations and any new volunteer forms are due by May 1st to accommodate the annual appointment process in June.

If a vacancy occurs on a Board or Committee appointed by the Select Board or a newly formed committee is created the following procedures will be used to fill the vacancy. (It is the responsibility of the Chair of the Board or Committee to notify the Select Board of all vacancies.)

1. The vacancy shall be posted on the town website and announced during the Select Board members' reports at the next regularly scheduled Select Board meeting; notice of the vacancy with a 30 day deadline for the submission of applications to fill the position(s) will be sent to the Town Clerk, local media outlets, and shall be posted on the Town's website and posted on the cable access bulletin board.
2. Residents who wish to be considered to fill a vacancy must complete a "Volunteer Application" (available on the town website) with all requests being delivered to the Executive Assistant or Town Administrator either in writing or by email. The application should contain all of their contact information including an email address, the name of the board they are interested in joining, why they are interested and provide a brief personal background/outline.
3. The Town Administrator's office will distribute copies of the Applicant's "Volunteer Application" to all Select Board members and to the Chair of the prospective Board or Committee for their review. The Select Board will schedule time on the agenda of their next regular meeting to act on the applications it has received.
4. The Select Board shall interview new Applicant(s) (interviews may be requested by the Select Board, but are not required, for re-appointments or for candidates who have previously served on a Committee or Board). All interviews/appointments shall appear on the agenda of a regularly scheduled Select Board meeting. It is the responsibility of the office of the Select Board to notify the Applicant(s) and the Chair of the prospective Board or Committee, of the time and place for the interview/appointment. With the exception of reappointments, the candidate(s) and a representative(s) of the prospective Board or Committee shall be present at the Board interview as may be necessary to facilitate the appointment.
5. The Select Board will review/discuss all nominees in public session, make the appointment(s) and notify the following parties of their selection: the applicant(s), the Board or Committee to which they are appointed, and the Town Clerk. Appointment criteria will focus on relevant expertise relating to the committee/board mission, recommendation of committee/board and stated interest in committees' purpose and activities. All appointments shall run until June 30th in the year that the term expires, unless otherwise noted at the time of appointment or in the case of an elected office which shall expire at the time of the next town election.
6. In the event a vacancy is not filled within the required 30 days applications will be considered on a rolling basis until the position is filled.

ADVISORY COMMITTEES OF THE SELECT BOARD

Select Board members are permitted to serve as a voting member(s) on other boards or committees appointed by the Select Board.

The Board may appoint advisory committees to aid on matters under the Board's jurisdiction. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees shall be in writing and shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Select Board. Each committee must report at least semi-annually to the Select Board. The charge of an advisory committee shall indicate if it is to be disbanded upon the completion of their work. In addition, each Committee shall be provided with a Committee Handbook addressing issues such as conduct and compliance with the Open Meeting Law.

The Select Board shall engage in an ongoing review of all committees and determine whether a committee is a permanent (i.e., standing) committee, or an ad-hoc advisory committee. The charges and membership of advisory committees shall be reviewed periodically (annually at a minimum) to assess the necessity and desirability of continuing the committee. Reappointments shall be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement, relevant expertise, institutional knowledge, and the changing needs of the committee and the town.

It is the policy of the Select Board to appoint qualified citizens representing a broad representation of the town all to such advisory committees.

RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS

The Select Board is aware that coordination and cooperation is needed among the town's major boards, committees and commissions not only in the day to day operations of government but also to (a) set town wide goals and priorities, (b) identify and anticipate major problems and working together towards their resolution, and (c) develop a process for dealing with state government.

Therefore, as the executive board historically responsible for the overall leadership and coordination of town affairs, the Select Board will:

1. Annually schedule meetings ideally before the budget process, with the chairpersons of major boards and committees to carry out functions (a)-(c), listed above.
2. Regularly schedule meetings of the Select Board with Harvard's State Legislators to discuss legislative issues which affect Harvard.
3. The Town Administrator is responsible for inter-board communication in the day-to-day operations of government. The Town Administrator will develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interest, which will include but not be limited to the exchange of minutes, the establishment of a central repository for data, studies and reports and the appointment of members or staff of boards, committees or commissions as liaison with one another around common projects such as housing needs, revitalization of the center.
4. Appoint members of the Select Board to act in a liaison role with boards and committees. The responsibility of a liaison is to maintain communication with his/her assignees on behalf of the Select Board. The liaison should periodically call upon the Chair of the committee to review goals and objectives. The liaison should carry back to the Board and the Town Administrator concerns or

requests that the assignee may have. A liaison acts on behalf of the Select Board and will not interject personal opinion or requests. A liaison shall refrain from giving direction on administrative or procedural matter.

RELATIONS WITH CITIZENS

The Board recognizes that it both represents and is accountable to all the citizens of the town. It is the Board's policy to make every effort to strengthen communications with citizens. Measures will be instituted to increase citizen participation, encourage citizen input into governmental decisions and to keep citizens informed of all actions contemplated or taken by the Board and the town meeting which will affect them. To this end the following steps will be taken:

1. An individual citizen or group of citizens may request an appointment before the Board by contacting the Town Administrator, stating precisely the reason for the appearance and the action desired and naming a spokesman for the group. Participants shall be given the opportunity to make a reasonable presentation through the spokesman and to express opinions and ask for pertinent information. Background data shall be prepared by the boards and departments concerned prior to the appointment insofar as possible, so that all parties involved can have a reasonable understanding of the subject matter. Citizens are encouraged to have written materials submitted for the Board's meeting packet.
2. Persons who will be directly affected by proposed Board discussion and/or action will be notified by the Executive Assistant of the date and time of meeting at which the matter will be discussed or acted upon by the Board.
3. If the Board in considering matters of citizen concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration during public communication or, at the discretion of the Chair or upon request of any member of the Board, during discussion of the matter.
4. All citizen questions and complaints are to be answered promptly. Questions and concerns relating solely to the Office of the Select Board will be answered promptly by the Chair, after consulting with the Board, or at the discretion of the Chair, the Town Administrator. Those needing prompt attention by the Board should be referred to the Chair for inclusion in the next meeting agenda.
5. All other questions and all complaints are to be referred to the Select Board's Office for action or recommendations. In those instances where common sense dictates that the Board member receiving the complaint deal directly with a department head, the Board member shall inform the Town Administrator of the issue and its disposition.
6. It shall be the policy of the Select Board to provide timely responses to questions and/or comments made to the Select Board via the Town of Harvard website, email or letter. As such, the Town Administrator or the Assistant Town Administrator, if designated by the Town Administrator, will respond promptly to the originator. Depending upon the nature of the questions/comments, the designated responder will provide requested information (if readily available or direct the originator to the proper source); directly take action (if appropriate); or bring the originator's

questions/comments to the Board. If the question/comments cannot be responded to promptly, the responder will notify the originator of receipt of communication and indicate when an answer will be available. The responder will tell the originator if their questions/comments are being provided to all Board members and indicate to the originator if an individual member may follow up on their questions/comments.

EMPLOYEE GRIEVANCES

These are to be handled as delineated in the Town's Personnel By-Law and Policies and Procedures. Under the Personnel By-Law, the personnel practices are formulated by the Personnel Board with the approval of the Select Board. As per the current Personnel Policies and Procedures, the Personnel Board shall constitute a board of appeals for the grievances of Town employees who are not covered by a formal collective bargaining agreement. The appeals procedure is outlined in the Problem Resolution Procedure contained in the Town's *Personnel Policies and Procedures Manual*. If employee grievances are brought to the attention of a Board member, it shall be Board policy to proceed as follows:

- (a) Direct the employee to the administrative procedures for dispute resolution (supervisor → appointing authority → 2 weeks with no resolution, Personnel Board → within 30 days, action by the Personnel Board)
- (b) If the employee has exhausted the administrative procedures and wishes to appeal the decision made by the Personnel Board, an appeal may be filed with the Select Board.

HEARINGS BEFORE THE BOARD

1. NOTICE. Verify with Town Administrator that adequate notice of the hearing has been given to the applicant and to the public. (Notice will vary depending on legal requirements and in no case will less than 48 hours, excluding Saturdays, Sundays and legal holidays, notice be acceptable.) Notice of public hearings must be posted outside the meeting room. The Select Board is prohibited from holding a public hearing for which notice has not been posted.
2. CALL THE HEARING TO ORDER. The Chair will open the hearing by stating the purpose of the hearing, reading the hearing notice aloud, and explaining the rules to be followed during the Hearing.
3. INTRODUCTION OF THE APPLICANT AND THE MATTER BEFORE THE BOARD. The Chair will introduce the Applicant and the Applicant will state his/her name and address for the record and then describe the matter to the Board and the public.
4. QUESTIONS. No questions will be permitted until after the speaker(s) for the applicant has finished the presentation. Questions will be accepted first from Board members and then from the public. Parties in interest (i.e., persons entitled by law to notice other than by legal ad) shall be heard first followed by other persons. All public questions will be addressed through the Chair. Questioners will identify themselves (Name and Address) to the Chair, state their questions, and specify to whom they are addressed. Any disagreement with answers is restricted to Public Participation In Favor or In Opposition.

5. PUBLIC PARTICIPATION IN FAVOR. At the conclusion of #4 the Chair will open the hearing to those of the Public who wish to speak in favor of the matter. Individuals shall state their name and address for the record and if they are representing someone other than themselves, they shall identify the person(s) whom they are representing.
6. PUBLIC PARTICIPATION IN OPPOSITION. Once members of the public have spoken in favor, the Chair will then open the hearing to those members of the public who wish to speak in opposition to the matter. Individuals will have to state their name and address for the record and if they are representing someone other than themselves, they shall identify the person(s) whom they are representing.
7. WRITTEN COMMUNICATIONS. The Chair will have any written communication received from the public read into the record at this time. Any such written communications received after the hearing is closed will not be accepted as part of the hearing record.
8. CLOSE THE PUBLIC PARTICIPATION PORTION OF THE HEARING. At the conclusion of the reading of the written communication the Chair will ask for a vote to close the public participation portion of the hearing.
9. BOARD DELIBERATIONS. Once public input is received via 4,5,6 and 7 above the Board will then begin deliberations regarding the proposed plan/project. The Board may wish to begin deliberations immediately or continue the hearing to a date and time specific in the future. During the deliberations portion of the hearing the Board may ask clarifying questions of the applicant.
10. BOARD DECISION. The final act by the board will be a call for a vote followed by the Board voting in favor or against the matter. The Board's decision may be based only upon information received during the hearing and matters of common knowledge to the Board.

PROCEDURE FOR CONDUCTING DOG HEARINGS

A written complaint must be filed with Select Board. The complaint should describe and name the dog and fully identify the owner. The complaint should further specify why and how the dog is considered to be vicious. Specify all times, dates and reasons.

Upon receipt of a request for a hearing, the hearing will be included in the agenda for a regular meeting. The Executive Assistant will notify the Dog Officer and all involved persons.

Hearings will be held in open session. The procedure for conducting a hearing is as follows:

1. Read complaint - fully identify and describe dog, present picture when available. Note: that the hearing is being conducted under Chapter 140 of the MGL's.
2. Swear in the complainant that all information and statements are the whole truth and nothing but the truth.
3. Hear reports from dog officer and/or health officer make sure dog are fully identified here.
4. Take testimony from complainants - directly question as to why dog is considered vicious or dangerous. Are they fearful of dog? Is there excessive barking, etc.?
5. Take testimony from owner and/or others speaking on his behalf.
6. At the conclusion of the hearing the Board may render its decision or take the matter under

advisement, announcing the intended date of decision.

7. Unless requested by the Board, the dog shall not attend the hearing.

TOWN MEETINGS

Town Meeting serves as the legislative branch for local government. The Select Board is responsible for developing the warrant indicating the subject matters to go before the Town Meeting (as set forth in Section 2-5 of the Charter), providing leadership by presenting said requests to Town Meeting and assuring that presentations on those requests are made by the proponents. It is the responsibility of each Board member to assure prior to each presentation that the Board has taken a position, by vote, on the intent of the article. The Board shall be in session during Town Meeting and will be consulted when an issue or question arises which dictates a response on the floor.

Annual Town Meetings

The Town Meeting warrant is the Select Board's warrant by Statute. The Select Board may insert articles in the warrant in accord with the process defined in the Charter, Section 2-6. . It has been the practice of the Town of Harvard to hold its Annual Town Meeting on a Saturday of a weekend or weeknight that does not conflict with spring school vacation. Section 2-1 of the Charter requires that Annual Town Meeting be held before June 30th. The Select Board may the call the Annual Town Meeting for any time allowed by the Massachusetts General Laws.

Special Town Meetings

The Select Board will call a Special Town Meeting when deferment of the particular matter(s) proposed for inclusion on the warrant for the Special Town Meeting will not serve the interest of the Town. The Board must call a Special Town Meeting if they receive a written request, signed by two hundred (200) registered voters. It is generally the practice of the Town of Harvard to address major issues at the Annual versus a Special Town Meeting.

Warrant Articles

Section 2-6 of the Charter specifies the process by which articles for inclusion on the warrant are submitted and accepted, including: articles submitted by any Town officer, Town Board, or Committee; by 10 or more registered voters for an Annual Town Meeting; and/or by 100 or more registered voters for a Special Town Meeting, with the exception of Capital Articles. The BOS shall place articles originated by a body appointed by the Board by majority vote and indicate on the warrant "Inserted by the Select Board for the (name of board)". The board, committee, or department requesting the article shall speak to it at Town Meeting, and if needed, Capital Planning and Stabilization Committee will also address the article.

It shall be the policy of the Select Board to take a position on each warrant article unless, by majority vote, the Board chooses to take no position. When the Board takes a position on an article, a member of the Select Board will state the Board's position on and their vote for/against the article at the Town Meeting.

Notwithstanding the above, in the interest of economy of operations and imposition on the voters the Select Board will strive to limit the calling of Special Town Meetings to the minimum necessary as is otherwise in the Town's best interest. In determining whether to call a Special Town Meeting, the Select Board may consult with other town committees, officials, and staff as appropriate. It is strongly recommended that the Moderator and Town Clerk be consulted for each Town Meeting.

Rules and Regulations for Playing Fields and Common Area:

- Playing fields and commons are open for use by individual residents of town except during scheduled events.
- All organizations wishing to schedule an event, practice, or game must have permission from Parks and Rec.
- Permission to use fields and commons may be revoked at any time by a Park and Recreation representative due to weather conditions, or field conditions.

On all fields and commons the following apply, except by written permission from Parks and Recreation:

- Day time use only unless given written P&R approval (additional fees apply)
- No motor vehicles
- No tents, trailers, or camping
- No golfing
- No metal detectors
- No snowmobiles
- No horseback riding
- No open fires of any type except by permission from Parks and Recreation and a valid fire permit from the fire chief.
- No person shall post, paint, affix or display any sign, notice, placard or advertising devise except with permission of the Parks and Recreation Commission, on any field or commons.
- Organizers of events are responsible for removal of any rubbish from event. No household rubbish may be deposited in barrels provided by Parks and Recreation.
- No person shall engage in the distribution of goods, wares, circulars, except with the authority from Parks and Recreation Commission.
- The use of malt or alcoholic beverages on Town property is prohibited under Chapter 138, sec 1 of the Mass. Gen. Laws(Voted as a by-law at annual Town meeting 1975). Violation is punishable by a fine of fifty dollars for each offence.

Posting of signs on the Common:

- Signs must be registered on the P&R website
- Signs must pertain to community or town events and must not advertise personal or commercial events.
- Signs may be posted up to 3 weeks prior to an event.
- Signs must be removed within 24 hours of event, or 3 weeks after posting
- Signs must be placed in southwest corner of the Civil War Monument Common
- Signs must be free-standing, a maximum of 10 square feet, and not attached to trees in any manner.
- Signs must be dated with an event date or a posting date.
- Signs of any type may be removed at any time by Park and Recreation if not following the above rules.

Rules & Regulations for use of town owned land in the town center

This includes the main common, small common (triangle), little common next to the General Store

- 1) The town common areas are open to the general public except during scheduled events.
- 2) All organizations interested in scheduling an event in these areas must be granted permission by the Select Board through the Town Administration office.
- 3) Permission may be revoked at any time due to inclement weather conditions.

The following apply unless otherwise specified:

- **Day time use only** unless given written approval (additional fees may apply)
- No motor vehicles
- No tents, trailers, or camping
- No golfing
- No metal detectors
- **No snowmobiles**
- No horseback riding
- No open fires of any type
- Organizers of events are responsible for removal of any rubbish from event.
- **The use of malt or alcoholic beverages on Town property is prohibited under Chapter 138, sec 1 of the Mass. Gen. Laws (Voted as a by-law at annual Town meeting 1975). Violation is punishable by a fine of fifty dollars for each offence.**
- **A one-day liquor license (special license) may be granted. Details can be found [here](#).**

Fee Schedule

- Residents - \$25/\$50 (Half/Full Day)
- Non-residents - \$50/\$100 (Half/Full Day)
- The fees above are for regular day time use.
- Special events need to be negotiated with the town.
- Charity events may be free.

Posting of signs on the Common:

- Signs must be registered on the town website; fees do not apply.
- Signs must pertain to community or town events and must not advertise personal or commercial events.
- Signs may be posted up to 3 weeks prior to an event.
- Signs must be removed within 24 hours of event, or 3 weeks after posting
- Signs must be placed in southwest corner of the Civil War Monument Common
- Signs must be free-standing, a maximum of 10 square feet, and not attached to trees in any manner.
- Signs must be dated with an event date or a posting date.
- Signs of any type may be removed at any time if not following the above rules.

TOWN OF HARVARD
CODE OF CONDUCT
FOR TOWN ELECTED AND APPOINTED OFFICIALS

I. PURPOSE

The Town recognizes that all individuals elected and/or appointed by the Town must maintain and enforce respectful discourse with their fellow elected and/or appointed members, with those who work for the Town, those who volunteer their time and services on behalf of the Town and members of the public by striving at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides a centralized standard of conduct for all elected and appointed officials in the Town.

II. APPLICABILITY

This policy and all its sections shall apply to all elected and appointed officials acting on behalf of the Town and covers all of their actions and communications whether spoken or written including but not limited to all electronic communications including social media.

III. CODE OF CONDUCT

All Town elected and appointed officials are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents.

The Town elected and appointed officials must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Administrator or Town Staff.

Moreover, all elected and appointed officials must fully comply with the Town's Anti-Harassment and Anti-Discrimination Policy.

Further, all elected and appointed officials of the Town must assume the following responsibilities:

A. Conduct Generally and in Relation to the Community

- Be well informed concerning the local and state duties of a board/committee member.
- Never purport to represent the opinion of your board/committee except when specifically authorized by a recorded vote to do so.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally or financially from your board/committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Conduct yourself so as to maintain public confidence in our local government.

- Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- Comply as fully as possible with all Town policies, including, without limitation, the following:
 - Anti-harassment and Anti-discrimination Policy
- Comply as fully as possible with all applicable laws, including, without limitation, the following:
 - The Open Meeting Law
 - Procurement Laws
 - The Ethics/Conflict of Interest Statute (G.L. c.268A).

B. Conduct in Relation to other elected and appointed officials

- Treat all members of the board/committee to which you belong with respect despite differences of opinion; keeping in mind that professional respect does not preclude honest differences of opinion, but requires respect within those differences.
- Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chairman should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the board/committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

C. Conduct in Relation to the Town Administrator

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Administrator full responsibility for discharging his or her disposition and/ or solutions.
- Refrain from giving orders or directions to the Town Administrator for action as an individual board/committee member.
- Refrain from providing information to the Town Administrator that you would not be willing to share with other board/committee members.

D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
- Refrain from giving instructions to or requesting assistance from Town staff but rather channel all such activities through the Town Administrator.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Administrator through private communication.¹
- Officials who interact with Town staff must do so in a respectful manner and understand employees should not be expected to take direction from any individual official on any matter.

IV. DISTRIBUTION AND EDUCATION

The Town Clerk shall provide a copy of this policy, the Town's Anti-Harassment and Anti-Discrimination policy and the Anti-fraud policy to all elected and appointed officials upon its issuance and upon the subsequent appointment or re-appointment of any individual.

Each individual shall sign a statement that they have read this policy and will comply with all requirements set forth in this policy. In the event that any member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

V. ENFORCEMENT

In addition to any other remedies or enforcement options available under the law, each board/ committee may vote to censure any elected member and the appointing authority may decline to reappoint an individual who violates any provision of this Code of Conduct.

If an elected or appointed official is accused of violating this Code of Conduct (*excluding* harassment of individuals in protected classes) the board/committee that the official represents or if applicable the appointing authority may: (a) take such action as is authorized by law and as it deems fit, or (b) vote upon request to the Town Administrator/Manager or on its own to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator.

If any elected or appointed official is accused of violating the Town's Anti-Harassment and Anti-Discrimination Policy (*Chapter 33: Harassment of Individuals in Protected Classes* in the Town's Personnel Policies & Procedures), the Town Administrator shall refer the matter for investigation to the contact(s) named in the Anti-Harassment and Anti-Discrimination policy or a disinterested outside firm or individual qualified to investigate the alleged conduct. The Town Administrator shall not be obliged to obtain any additional authority; this Code shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the elected official's board/committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter.

These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law².

¹ Town employees' conduct is covered by the Town's Personnel Policies & Procedures, *Chapter 9: Standards of Conduct*, addressing appropriate behavior, attire, use of Town property, tardiness, insubordination, etc.. Remedies are defined in *Chapter 11: Discipline*, addressing verbal reprimand, written reprimand, suspension, demotion for cause, and dismissal.

² For harassment of individuals in protected classes, affected individuals may file with the MA Commission Against Discrimination or the Federal Equal Employment Opportunity Commission.

REMOTE WORK POLICY

I. PURPOSE AND SCOPE

The Remote Work Program (RWP) is a management tool that may be used to increase productivity and morale of employees, boost efficiency in the use of space, reduce operational costs, lessen the environmental impact of vehicle travel, and accommodate special needs of employees.

The Town encourages the use of the RWP where it will be to the mutual benefit of employees, the Town, and the Town's stakeholders. The RWP is not an employee benefit intended to be available to all Town employees, rather, it is a work option used at the supervisor's discretion, such as flexible work schedules and alternate work schedules. The purpose of this program is to define remote work guidelines and procedures.

II. APPLICABILITY

This Policy applies to all full-time and regular part-time employees of the Town of Harvard (the "Town"), excluding those employees under the supervision and control of the School Committee. Employees subject to Collective Bargaining Agreements (CBA) are subject to the policy only if adopted as specified in CBA.

III. DEFINITIONS

AD HOC REMOTE WORK: Identified as occasional remote work from various locations.

OFFICIAL WORKSITE: The employee's primary non-remote work location as assigned by the employee's supervisor that is in most cases, if not all, located within a Town-owned building.

REGULAR OFFICE HOURS: The agreed upon set of hours during the day when the supervisor and co-workers can always communicate with the remote worker.

ROUTINE REMOTE WORK: Remote Work which is a regular and recurring part of an employee's work schedule.

REMOTE WORK: Mutually agreed upon work arrangement between the Town and the employee where the employee performs work at an alternate worksite on specified days and retains flexibility as necessary to meet the needs of the ~~Supervisor~~/Department.

REMOTE WORK AGREEMENT: A written agreement between the Town and the employee outlining the work schedule, duties, and performance standards for the remote working employee.

REMOTE WORK SITE: A workplace other than the employee's regular work location that is approved by the employee's supervisor as suitable for remote working.

IV. PROCEDURES

- (A) The employee and his or her Department Head and/or supervisor ~~will~~ may collaborate to create a mutually suitable Remote Work Agreement including the tasks or scope of work to be completed at the remote work site, the time frames for completion, and how work will be reported and evaluated. Both parties sign the agreement and submit it to the Department Director or his/her designee. Once the agreement has received the necessary approval(s), a copy of the agreement will be placed in the employee's personnel file.
- (B) The Supervisor or Department Head shall contact CM Geeks for any technical support needs of the remote worker.
- (C) Employees and supervisors who participate in a Remote Work Agreement are expected to educate themselves on what their responsibilities are regarding Remote Work.

V. TERMINATION OR SUSPENSION OF A REMOTE WORK AGREEMENT

- (A) Remote Working is a privilege rather than a universal employee benefit or right. The Town has the right to offer remote work to an employee and to unilaterally terminate a Remote Work Agreement at any time. Employees do not have a property interest in Remote Work. In no circumstances are employees entitled to due process related to any Town decision on Remote Work issues, including approvals or denials, or a Town decision to discontinue a Remote Work Agreement
- (B) Remote Work is a voluntary program. Employees may decline remote work if the options presented are infeasible. The employee may also discontinue the arrangement at any time, unless otherwise specified in the Remote Work Agreement.
- (C) Remote Work may be temporarily suspended due to the Town's operational needs.
- (D) Supervisors should monitor the work environment for any negative effects a remote work assignment may have on the workload or morale of the co-workers of the remoteworker and may need to suspend or terminate the remote work assignment to ensure equal workloads and harmonious relations amongst staff.

VI. EXCEPTIONS

The Town Administrator has the discretion to make exceptions to this Policy in the best interest of the Town, such as during declared emergencies or other unique situations mandating remote work outside of a pre-approved agreements.