



**SELECT BOARD
AGENDA
Wednesday, April 26, 2023
7:00pm**

Rich Maiore, Erin McBee, Kara McGuire Minar, Don Ludwig, Charles Oliver

Pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Apr 26, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86569534648?pwd=V095bi9oMHg2ZXpFNmZFY3J2R2JkUT09>

Meeting ID: 865 6953 4648

Passcode: 480333

Find your local number: <https://us02web.zoom.us/j/86569534648?pwd=V095bi9oMHg2ZXpFNmZFY3J2R2JkUT09>

One tap mobile

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+13092053325,,87066452963# US

AGENDA ITEMS

- 1) Call meeting to order – Chair Rich Maiore
- 2) Commission on Disabilities to present findings from a town-wide survey regarding accessibility and inclusivity of town sponsored events, buildings, and recreational facilities. (7:00)
- 3) Meet with the Tree Warden to discuss tree planting and moving requests (7:10)
- 4) Meet with the 4th of July Committee Chair Anne Hentz (7:25)
- 5) Public Communication (7:45)
- 6) Approve minutes from 2/7, 3/21 & 4/4 (7:50)
- 7) Staff Report/Updates (8:00)
- 8) Action/Discussion: (8:10)
 - a) Discussion with Capital Planning & Investment Committee Chair Nate Finch on funding of the heavy duty vehicle for the Department of Public Works
 - b) Discuss steps for Bob O’Shea to serve as interim Recreation Director
 - c) Act on letter of support for the MVP Action Grant to protect 39 acres of land on Littleton County Rd
 - d) Act on one day entertainment license requests for Carlson Orchards
 - e) Act on annual entertainment license for Fivesparks
 - f) Act on recommendation from the Democratic Town Committee and the Town Clerk to appoint Robert Coit to the Board of Registrars.
- 9) Select Board Reports

**Next Regular Select Board Meeting
Tuesday, May 2, 2023
7:00pm**

CoD Survey Results

In December 2022, the Commission on Disabilities conducted a town-wide survey concerning accessibility and inclusivity of town sponsored events, buildings, and recreational facilities. The information collected from this survey serves to supplement the recently written Town of Harvard ADA Transition and Self-evaluation Plan. The comments provided by respondents corresponded to identified barriers to accessibility detailed in the ADA Transition and Self-evaluation Plan. Of the 45 responders to the survey, 24 indicated that they have “not been identified as having a disability”; therefore, perceptions of accessibility and inclusivity may be less accurate due to actual experiences.

In regard to accessibility, the majority of respondents rated town sponsored events, buildings, and recreational facilities as generally accessible (73%); however, a third rated public facilities as not very/not at all inclusive (36%). Areas identified as lacking in accessibility fell into a number of categories. The town playgrounds, recreational facilities and fields lack accessibility for mobility disabilities and individuals in wheelchairs, in particular, the town beach. Inadequate handicap parking spaces at these facilities and Bromfield were also noted. Residents commented that accessibility at Town Hall is challenging, such as inoperable lift, steepness of stairs, and ability to access/reach railings. Automatic doors in various town buildings are either not operable or difficult to operate. Comments regarding seating at sport events and access at town meetings and the Fire Station were less specific regarding lack of accessibility.

Respondents were also asked to identify areas in town that would benefit from improvement. Many comments corresponded to the categories noted above. For example, the HES playground has poor access to playground structures for children with mobility issues or are wheelchair users. All recreational fields, trails, and parking would benefit from improving accessibility to be better utilized by individuals with physical disabilities. Additionally, it was noted that there were problems with sidewalks in town center, Town Hall ramp, auditory equipment during Town meetings, Cronin Auditorium, areas in Bromfield, and Braille signage in town facilities.

The survey collected information related to the types of accommodations that could improve accessibility. Many respondents provided specific accommodations that the town should consider. These included providing specific information as to the avenues for requesting accommodations needed at Town Hall and Town meetings that are held both indoors and outdoors and the need for enhanced audio devices and/or ASL interpreters for the hearing impaired. There was support for the continuing use of Zoom meetings by Town Hall. In regard to recreational facilities and fields, residents would like to have paved parking areas, at least one accessible trail, and adaptive sports programs. Transportation options for residents with disabilities to attend town sponsored events were also recommended.

Finally, a very small percentage of respondents are able to identify the ADA Coordinator for the Town (9%); however, a majority of the participants are aware of the responsibilities/role of the Town ADA Coordinator (78%).

It is anticipated that the results of this survey will help the Town of Harvard prioritize how it will address the recommendations of the 2022 Self-Evaluation and Transition Plan in order to better serve the needs of the disability community.



Select Board Minutes
Tuesday, February 7, 2023
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:

Rich Maiore, Erin McBee, Kara Minar, Charles Oliver. Don Ludwig was absent.

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro Executive Assistant Julie Doucet

Additional participants:

Eric Loth and Lou Minicucci from Minco Development, Lou Russo, Mike Kennedy, Jim Mazik

Proposed Harvard Village development - Ayer Road

Eric Loth and Lou Minicucci from Minco Development came to present their vision for the property located at 185, 187 & 203 Ayer Road (corner near Rt 2 across from Dunkin Donuts). Loth explained a smart growth overly district would be necessary for this type of development. They are proposing housing under 40B & 40R. The project will also include retail space. They plan to offer condo type rentals studio size up to 3 bedrooms. Resident/Developer Lou Russo is the owner of the property. He and his associate Greg Winter have been in discussions with Minco Development. Loth spoke about the development they are currently working on in Newburyport as well as recent projects in Andover that would be similar to what is being proposed in Harvard. Minco owner Lou Minicucci gave a background on his company that was established in the 1980's. He explained development under Chapter 40R has become an attractive option for municipalities to provide an array of housing that caters to everyone from young professionals to empty nesters.

The Select Board members had some questions and agreed to vote on the proposal to move forward to the next steps in the process. Member Kara Minar said with a project of this size would it make sense to gain perspective from the other town departments especially the school sooner in the process however most agreed this will happen during the Planning Board hearing process.

Presentation of the ADA self-evaluation & transition plan

Mike Kennedy and Jim Mazik for the Centers of Living and Working reviewed the plan in great detail. Everyone agreed the report includes a multitude of areas the town can and should address. The plan will be used to prioritize how best to move forward. Commission on Disabilities members Davida Bagatelle and Toni Spacciapoli will assist in helping the town decide how best to proceed.

Special Town Meeting warrant; vote on articles/assignments

By a roll call vote, McBee – aye, Minar – aye, Oliver – aye, Maiore – aye, the board unanimously to support article 1. Rich Maiore will speak to this article at the STM.

By a roll call Oliver – aye, McBee – aye, Minar – aye, Maiore – aye, the board voted unanimously to support article 2. Charles Oliver will speak to this article at the STM.

By a roll call vote, McBee – aye, Minar – aye, Oliver – aye, Maiore – aye, the board voted unanimously to support article 3. Town Administrator Tim Bragan and DPW Director Tim Kilhart will speak to this article.

By a roll call vote, McBee – aye, Minar – aye, Oliver – aye, Maiore - aye, the board voted unanimously to support article 4. Erin McBee will speak to this article at the STM.

Chair Rich Maiore exited the meeting at 8:50pm. Vice Chair Erin McBee chaired the rest of the meeting.

Act on Worcester Retirement COLA

The board decided to defer on this item.

Act on Regional 911 Emergency Communication District Agreement

By a roll call vote, McBee – aye, Minar – aye, Oliver – aye, the board voted unanimously to approve the amended agreement.

Act on Fruitland Museum Board of Directors change required by the ABCC

By a roll call vote, Minar – aye, McBee – aye, Oliver – aye, the board voted unanimously to approve the Fruitland’s Museum change of Board of Directors as required by the ABCC.

Public Communication

Paul Green requested a summary/FAQ document for the CPC and water connection articles being presented at the Special Town Meeting. He was surprised there were no public hearings held. He asked if they could be reconsidered if not passed at this meeting.

Abbe Besse, School Committee Chair, offered comments related to the proposed development on Ayer Road. She spoke about their need to understand the potential impact to the school system.

Minutes 1/5 & 1/17

By a roll call vote, Minar – aye, McBee – aye, Oliver – aye, the board voted unanimously to approve the minutes from 1/5 & 1/17, as presented.

Staff Report/Updates (Attachment A)

Select Board Reports

Kara Minar announced the Historic Commission is in need of a member who is an architect. She reported Harvard Devens Jurisdiction Committee are reviewing MassDevelopment budgets. She said the Climate Initiative Committee is working on plans for Earth Day.

The meeting was adjourned at 9:30pm

Documents referenced:

Harvard Village development designs – dated 2.1.2023

Minco Smart Growth Overlay District draft - dated 2.1.2023

ADA self-evaluation & transition plan – dated Dec 2022

STM warrant – dated 2.13.2023

Worcester Retirement COLA letter – dated 1.6.2023

Regional 911 Emergency Communication District Agreement – dated 12.2.2022

Fruitland’s Museum request – dated 1.13.2023



Select Board Minutes
Tuesday, March 21, 2023
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:

Rich Maiore, Erin McBee, Kara Minar, Charles Oliver, Don Ludwig

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet, Finance Director Jared Mullane, DPW Director Tim Kilhart and Fire Chief Rick Sicard

Additional participants:

Carl Sciple, Patrick Vallaeys, HCTV Chair Nick Browse,

Appointments

Devens Enterprise Commission (DEC)

Executive Assistant Julie Doucet explained the alternate position on the DEC has been vacant for quite some time. Resident Carl Sciple was approached by existing DEC Commissioner James DeZutter to volunteer as the alternate. DeZutter plans to step down as commissioner in the spring and he is recommending Sciple to fill his vacancy when the time comes. Serving as alternate is a good first step.

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint Carl Sciple as alternate on the DEC.

Cable Committee (HCTV)

Patrick Vallaeys introduced himself giving his background and relevant experiences in town. He was approached by current HCTV Chair Nick Browse to consider volunteering for HCTV. Browse is pleased to welcome Vallaeys to the committee. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint Patrick Vallaeys to the Cable Committee.

Finance Department fees

Finance Director Jared Mullane came to propose fees that could increase revenue for the town and productivity in the Finance Department. He suggested the following fees:

- A \$10 rush fee for a Municipal Lien Certificates (MLC) requested within 1-2 days. This is a legal document that lists all unpaid taxes, assessments, and utility charges on a particular parcel. They have ten days to fulfill the request.
- \$150 delinquent tax request fee. This would only be assessed to banks/financial institutions/tax services as the requests are made frequently and with interest accruing daily it must be rerun each time a request comes in.
- \$2 duplicate copy of bill. This would only be assessed to banks/financial institutions/tax services. Tax services often request replacement tax bills often times it may be a request for multiple tax bills.

By a roll call vote, McBee – aye, Minar – aye, Ludwig -aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve \$25 rush MLC, \$150 delinquent tax request and \$2 replacement tax bill fees.

Public Communication

Fire Chief Rick Sicard was present to provide an update on the response from the last snowstorm. He indicated there were significant power outages in town but no trees or downed wires. He was frustrated with the communication and lack of response from National Grid and has since learned there has been quite a bit of turnover at National Grid therefore many of the processes previously in place for storm response have

unfortunately gone to the wayside. Emergency response training will be conducted with National Grid to reeducate them on how these situations must be handled in the future.

Minutes

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the minutes from 2/15 & 3/7, as presented.

Signatory for the Lead Service Line Inventory Grant

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve DPW Director Tim Kilhart to be the signatory for the Lead Service Line Inventory Grant.

Harvard Devens Jurisdiction Committee draft stakeholder framework

Don Ludwig explained the committee drafted this framework and are requesting permission from the Select Board to share the document with the other stakeholder communities.

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the HDJC framework document to be sent to other stakeholders.

Funding for the landfill closing and monitoring

Town Administrator Tim Bragan has received estimates for the initial installation and monitoring work required to properly close the old landfill. He is recommending utilization of ARPA funds to start this first phase and he will work with the Capital and Finance Committees on funding options for the ongoing monitoring that is also required. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve use of ARPA funds for monitoring wells at the Transfer Station up to \$200,000 and initial testing for the old dump.

Funding approaches/finalize omnibus budget & town meeting warrant

Town Administration offered possible ideas/solutions on how best to utilize remaining ARPA funds. They talked about the DPW and Fire Dept facilities and the imminent facility needs both departments are facing. Tim Bragan suggested the Select Board consider ARPA funds for the funding of the DPW construction documents. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve up to \$600,000 from ARPA funds for the DPW building. Finance Director Jared Mullane gave the budget a final review mentioning the only variables now are new growth assessment. He reported the Finance Committee voted to recommend this final budget version to the Select Board. Mullane expects the final state budget in June/July. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the FY24 budget as presented. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve warrant as amended.

Staff Report/Updates (Attachment A)

Select Board Reports

Erin McBee reported the Planning Board initial hearing on Ayer Rd proposed overlay district went better than expected. Hearings will continue. She reported the developer will hold an information public meeting on Wednesday, March 29th.

The meeting was adjourned at 9:00pm

Documents referenced:

Sciple vol form – dated 3.1.2023

Vallaey's vol form – dated 3.10.2023

Finance Director memo – dated 3.16.2023 Lead Service Line Authority to File – March 2023

HDJC doc – dated March 2023

ATM Warrant – dated 4.29.2023



Select Board Minutes
Tuesday, April 4, 2023
7:00pm

The Select Board Regular Meeting was held virtually in accordance with Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

Select Board participants:

Rich Maiore, Erin McBee, Kara Minar, Charles Oliver, Don Ludwig

Town Department participants:

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

Additional participants:

David Kendall and Glen Frederick

Minutes

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the minutes of 2/28, as presented.

Review of Town Meeting warrant articles and decide on article assignments

The board members decided which member would speak to which article formalizing article assignments. Charles Oliver requested feedback from the Capital Planning & Investment Committee (CPIC) on why they decided to fund the dump truck through excluded debt. The CPIC Chair will be invited to the next Select Board meeting. They continued review of the warrant articles along with the FY24 omnibus budget.

By a roll call vote, McBee -aye, Minar -aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to support the annual town meeting warrant. They will possibly change the funding for the DPW dump truck after further discussion with the CPIC Chair.

Townwide clean up; funding for supplies (May 4-May 7)

By a roll call vote, McBee -aye, Minar -aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve funds in support of the townwide clean up.

Affordable Unit Sales

By a roll call vote, McBee -aye, Minar -aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to not exercise their right of first refusal for 15 Littleton Rd Unit 3B.

By a roll call vote, McBee -aye, Minar -aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to not exercise their right of first refusal for 11B Trail Ridge Way.

Repairs of town clock/bell

Glen Frederick and David Kendall spoke on behalf of the Unitarian Universalist Church where the clock and bell are located. David Kendall has solicited quotes for the repairs and is recommending The Verdin Company as the best choice to handle the project. They have the most experience and are the most reputable. He

explained the clock controller requires repair along with a new strike and the bell needs reattaching to the frame. By a roll call vote, McBee -aye, Minar -aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to utilize the Rantoul Trust account to fund repair of town clock, bell, and controller. The church will fund any repairs to the frame that is necessary.

Review FY23 Select Board goals

Chair Rich Maiore read through the goals with discussion on progress thus far.

Goals they focused on for attention next were:

- 1) Transfer Station by forming an ad-hoc committee to investigate ways to boost usage, understand desire of town residents to maintain Transfer Station operations or move to townwide pickup and funding options – will form an ad-hoc committee; Rich Maiore will draft a charge.
- 2) ARPA funds to implement form-based code – focus for fall town meeting

The board decided to meet on Wednesday, April 26th instead of Tuesday the 25th to accommodate the League of Women Voters candidates' night.

Staff Report/updates (Attachment A)

Discussion ensued on the disappointment of no Fireworks at Fruitlands this year to celebrate the 4th of July. Tim Bragan shared the sentiments expressed by the Select Board members and explained there were various factors that lead to this decision. Everyone agreed if there is a way to salvage the tradition that is the best outcome with the understanding this may not be possible.

Select Board Reports

Erin McBee reported the Planning Board hearing on the Ayer Road overlay district was continued to April 24th. The applicant requested the hearing be closed.

Executive Session per MGL Ch. 30A, s. 21(a)3

By a roll call vote, McBee– aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to enter executive session at 8:40pm as per MGL 30A Sec. 21.3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 9:20pm

Documents referenced:

Town Meeting Warrant – dated 4.29.2023

Town wide clean up – dated 3.17.2023

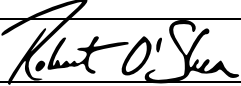
15 Littleton Rd letter of intent – 3.29.2023

FY23 Select Board Goals

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(d)**

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	Robert O'Shea
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input checked="" type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Chairperson of the Parks and Recreation Commission
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	This is "my Municipal Agency." Parks and Recreation Commission
Agency Address:	
Office phone:	781-640-4641
Office e-mail:	parksandrec01451@gmail.com
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a special municipal employee.	July 1st, 2019

<p>BOX # 1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input checked="" type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>Name and address of municipal agency that made the contract</p>	<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p> <p>This is the "contracting agency."</p> <p>Town of Harvard, Town Administration 13 Ayer Rd. Harvard, MA 01451</p>
<p>Write an X to confirm this statement.</p>	<p><input type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>

FILL IN THIS BOX OR THE NEXT BOX	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</p> <ul style="list-style-type: none"> - Please explain what the contract is for. <p>The contract is for the position of Interim Recreation Director until a full time director is hired.</p>
	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</p> <ul style="list-style-type: none"> - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p>The Parks and Recreation Commission works with and gives work direction to the Interim Recreation Director employee. Compensation, supervision, and HR issues are handled by the Town Administration. I will recuse myself from any commission vote/discussion on the Interim Recreation Director's job.</p>
Date when you acquired the financial interest	<p>March 27th, 2023</p>
What is the financial interest of your immediate family?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired the financial interest	
Employee signature:	
Date:	<p>4/5/23</p>

**SEE NEXT PAGE FOR APPROVAL
 BY CITY COUNCIL, BOARD OF ALDERMEN,
 BOARD OF SELECTMEN. TOWN COUNCIL,
 OR DISTRICT PRUDENTIAL COMMITTEE**

**APPROVAL OF EXEMPTION
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	Robert O'Shea
Name of approving body: Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input checked="" type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	Interim Recreation Director
Agency Address:	13 Ayer Rd. Harvard, MA 01451
Office phone:	978-456-4100
APPROVAL OF § 20(d) EXEMPTION	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

Attach additional pages if necessary.

File your completed, signed, approved Disclosure with the city or town clerk.

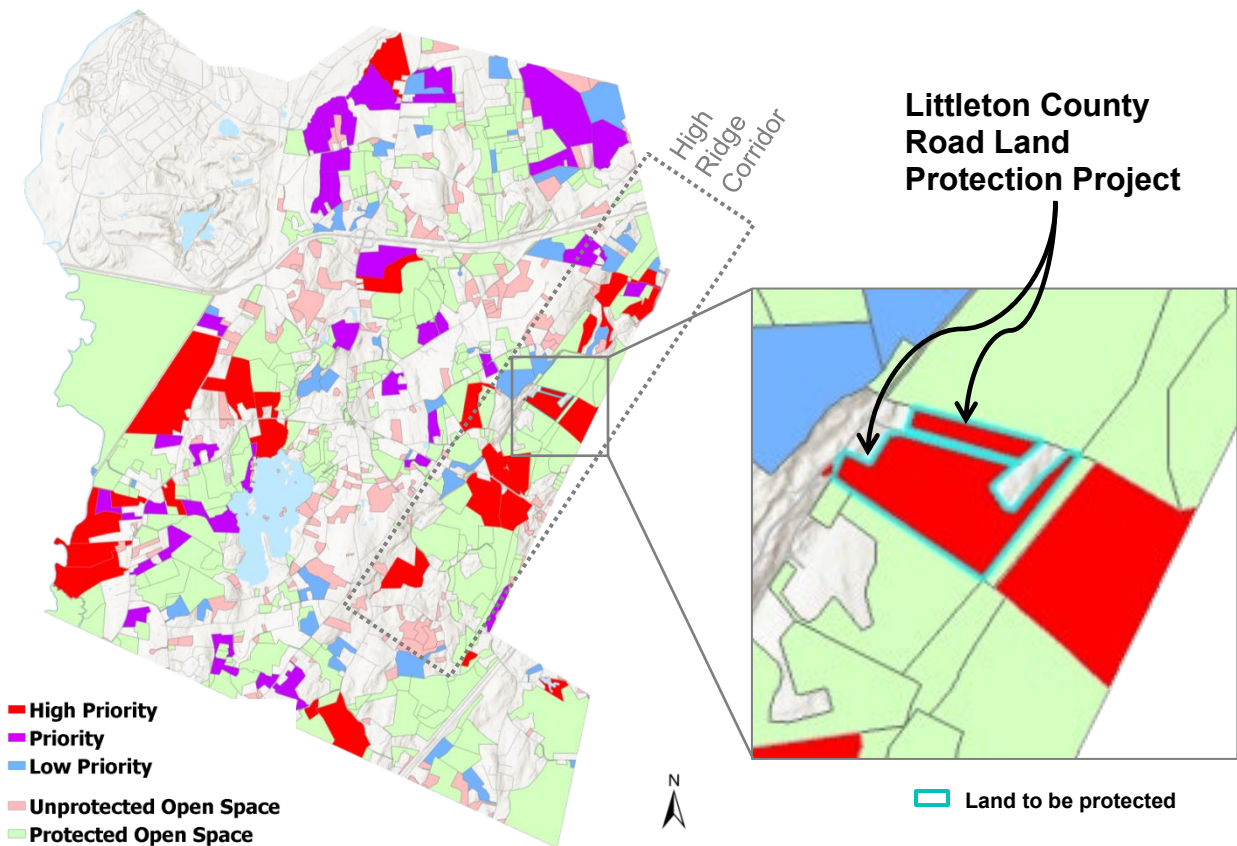


Littleton County Road Land Protection Project

Warrant Article 19-3 – request by the Conservation Commission and Open Space Committee for \$200,000 from the Fiscal 2024 CPA Fund to purchase a Conservation Restriction on 39 acres of land on Littleton County Road.

The “High Ridge” corridor contains large swaths of protected open space and farmland, and contains significant areas of ecologically sensitive and climate resilient land. It is identified as a unique feature and a priority habitat by the Apple Country Plan which is part of Harvard’s Climate Action Plan (CAP).

Several of the parcels of unprotected open space in this area have been identified by the Harvard Open Space Committee (OSC) as high priority for protection because of their ecological significance, climate resilience, farmland and farm soils, water and wetlands, and their adjacency to a 345 acre protected open space corridor.



Harvard OSC Open Space Protection Model

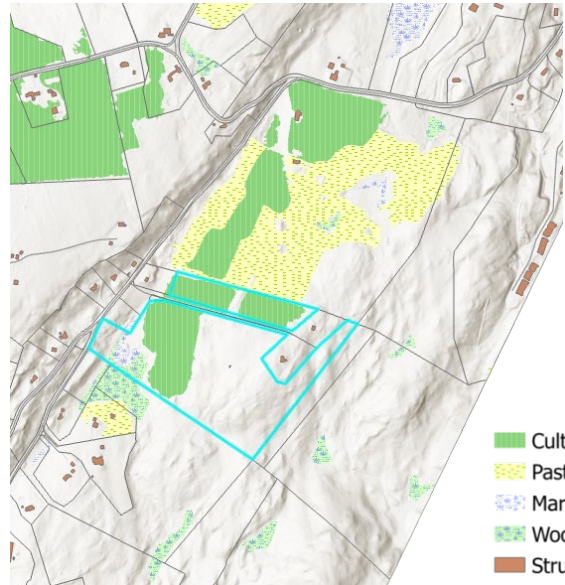
The project’s goal is to use Community Preservation Act funds to protect two parcels of open space, totaling 39 acres, in order to:

- protect the ecologically sensitive and climate resilient land
- preserve the active farmland
- provide locally grown produce to the food insecure
- ensure the existing open space corridors do not become fragmented

The parcels to be protected contain 12 acres of cultivated land and 8 acres of prime farm soils, and about a 345 acre protected open space corridor. It is an ecologically sensitive area, and contains land identified as being climate resilient. It also contains 14 acres of forest and 2 acres of wetlands.



Aerial View



Cultivated Area

- Cultivated
- Pasture/Hay
- Marsh/Bog
- Wooded marsh
- Structures
- Land to be protected

Littleton County Road Land Protection Project

Project Structure and Funding

The project is a joint effort by the Town of Harvard, the Harvard Conservation Trust (HCT), and Gaining Ground – a non-profit organization who raises food for the food insecure. HCT will purchase the land as it has more flexibility in entering into a long term lease for cultivation of the land. The Town of Harvard will purchase a Conservation Restriction (CR) on the parcels protecting them *in perpetuity* for conservation and agriculture uses. Gaining Ground intends to farm the cultivated land under a long term lease with HCT.

HCT will sell a CR to the Town at the appraised CR value, which will be held by the Conservation Commission. The Conservation Commission and OSC are asking Town Meeting to approve \$200,000 from the Fiscal 2024 Community Preservation Act Fund to purchase the CR. The \$200,000 will be held in the CPA Conservation Fund, and will be supplemented by funds from the CPA Conservation Fund which have already been approved at previous Town Meetings.

OSC has applied for a Municipal Vulnerability Program (MVP) Action Grant from the State. The MVP Action Grant is designed to help municipalities implement their Climate Action Plan. Harvard’s plan targets protection of farmland and areas of “high climate value”, and identifies the High Ridge Corridor as an area of focus. The MVP Action Grant also strives to provide help to those most at risk from climate change – including people experiencing food insecurity. If awarded, the MVP Action Grant will be used to reimburse the CPA Conservation Fund for 75% of the Town’s expenses.

**OFFICES OF THE
SELECT BOARD AND
TOWN ADMINISTRATION**

13 Ayer Road, Harvard, Massachusetts 01451
(978) 456-4100

www.harvard-ma.gov



April 26, 2023

Kara Runsten
MVP Program Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Re: Town of Harvard FY24 MVP Grant Application

Dear Ms. Runsten;

The Town of Harvard Select Board voted on April 26, 2023 to unanimously support the Town's application for an MVP Action Grant to protect 39 acres of land on Littleton County Road. This land has been identified as being some of the highest priority open space to protect by the Harvard Open Space Committee (OSC) because of its farmland, ecologically significant and climate resilient land, forests, and wetlands. The land is especially important as it abuts a large tract of already protected open space in an area identified by the Harvard Climate Action Plan and Apple County Plan as being a priority area to protect.

The history of the Town of Harvard is rooted in agriculture, especially its orchards. In several surveys, the townspeople have expressed their strong desire to maintain local agriculture, and they have voted to protect agriculture by contributing to the purchase of Agricultural Preservation Restrictions (APRs) on several orchards in Town. Most recently, the Town partnered with the State, Harvard Conservation Trust (HCT), Community Harvest Project (CHP) and the Sudbury Valley Trustees to purchase an APR on the 75-acre CHP Prospect Hill Orchard.

The Town is grateful to HCT for organizing the deal to protect this land – one in a long history of collaboration between HCT and the Town. The Town is also excited to welcome Gaining Ground to Harvard with their mission of providing healthy, locally grown produce to the food insecure.

If awarded, the MVP grant will be used to reimburse the Community Preservation Act (CPA) Conservation Fund which will be used to purchase a Conservation Restriction (CR) on the 39 acres from HCT. The CR will be held by the Harvard Conservation Commission.

The Town understands that funding under this grant will be provided on a reimbursement basis. It also commits to matching 25% of any grant award using cash or in-kind contributions. Funding for the project will come from the Fiscal 2024 CPA Fund. The Harvard Conservation Commission and OSC have applied for \$200,000 in CPA funds to support this project. The Community Preservation Committee has approved this request, and it is part of Article 19 to be voted on at the April 29th, 2023 Annual Town Meeting.

Thank you for considering this important land protection project.

Sincerely,

Timothy Bragan
Town Administrator



TOWN OF HARVARD

GENERAL LICENSE APPLICATION

Please check all boxes that apply:

- One Day Liquor License \$50.00
- Farmers Market License \$50.00
- Carry-In (BYOB) For Common Victualler \$100.00
- Common Victualler License \$50.00
- Entertainment License \$50.00
- Entertainment License \$100.00
With Carry-In (allows patrons to bring in beer and/or wine)

Patricia Cooper

May 01, 2023

Applicant

Date

The Cider Barn at Carlson Orchards

Business Name

DBA (if different)

115 Oak Hill Rd

978 456 3916 or 978 621- 1303 pat@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 Rd

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

see jpeg sent to Julie Doucet 4/5/2023

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

out door music on multiple dates starting in May and going to November1

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):

out door live music with little amplification. We are very respectful of the level of volume.

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.

Signature eSigned via SeamlessDocs.com
Patricia Cooper
Key: ab2a3b788fedcc874eada3630da3055b

Date 04-06-2023

date	Day	Times	Event
1. 5/13	Saturday	11am - 7:30 pm	Music
2. 5/14	Sunday	11am - 5:30 pm	Music.
3. 5/20	Saturday	11am - 7:30 p.m	Murder Mystery dinner
4. 5/21	Sunday	11am - 5:30 pm	Music
5. 5/27	Saturday	11am - 7:30 p.m	music.
6. 6/4	Sunday	11am - 5:30 p.m	music
7. 6/10	Saturday	11am - 7:30 p.m	music
8. 6/11	Sunday	11am - 5:30 pm	music
9. 6/17	Saturday	11am - 7:30 pm	music
10. 6/18	Sunday	11am - 5:30 pm	music
11. 6/24	Saturday	11am - 7:30 pm	music
12. 6/30	Friday	5pm - 7:30 p.m	music
13. 7/1	Saturday	11am - 7:30 p.m	music
14. 7/8	Saturday	11am - 7:30 pm	music
15. 7/15	Saturday	11am - 7:30 p.m	music
16. 7/16	Sunday	11am - 5:30 p.m	Music
17. 7/22	Saturday	11am - 7:30 p.m	music
18. 7/29	Saturday	11am - 7:30 pm	Music
19. 8/5	Saturday	11am - 7:30 p.m	Music
20. 8/12	Saturday	11am - 7:30 p.m	Music Peace (Peace festival)
21. 8/13	Sunday	11am - 5:30 p.m	Music "
22. 8/19	Saturday	11am - 7:30 p.m	music
23. 8/20	Sunday	11am - 5:30 p.m	music
24. 8/26	Saturday	11am - 7:30 p.m	music
25. 9/9	Saturday	11am - 7:30 p.m	music
26. 9/23	Saturday	11am - 7:30 p.m	Music
27. 10/14	Saturday	11am - 7:30 p.m	Music Apple festival
28. 10/15	Sunday	11am - 5:30 p.m	Music " "
29. 10/28	Saturday	11am - 7:30 p.m	Music Halloween Weekend Carving + Costumes
30. 10/29	Sunday	11am - 5:30 p.m	Music



TOWN OF HARVARD

GENERAL LICENSE APPLICATION

Please check all boxes that apply:

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

Willie Wickman

February 17, 2023

Applicant

Date

Harvard Cultural Collaborative

Fivesparks

Business Name

DBA (if different)

7 Fairbank Street

5084790617

admin@fivesparks.org

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)

7 Fairbank Street

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

No set time or day- depends on the event

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

We host art shows/receptions, schedule speaker and music events and other cultural activities.

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):

We would like to serve hors d'oeuvres in the fireplace room during an art opening with wine available. Occasionally a private party is held in the building which may include food and wine. For speakers/presentations we set up 80 chairs in the galery.

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.

eSigned via SeamlessDocs.com
Willie Wickman
Key: ab2a3b788fedcc874eada3630da3055b

Signature

02-17-2023

Date

TOWN OF HARVARD

VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

Date of Application: April 19, 2023

Applicant Information:

Name: Robert B. Coit

Address: 242 Old Littleton Road

Home/Work Phone # [REDACTED]

Mobile Phone# [REDACTED]

Email Address: [REDACTED]

Indicate below which Board(s) or Committee(s) are of interest to you:

Registrar of Voters

Have you previously been a member of a Board, Committee or Commission (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:
Limited involvement with SEPAC; (& MA Medical Society Board of Trustees)

Do you have any time restrictions?

YES

NO

Are you a registered voter?

YES

NO

Please list your present occupation and employer (you may also attach your résumé or CV)
retired physician

Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? (If YES, please describe the possible conflict) NO

Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.

Professional training in management (BCBSRI and UnitedHealthcare); Workshops regarding "Presiding" and "Testifying" both from Massachusetts Medical Society;

Received by Town of Harvard

Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email jdoucet@harvard-ma.gov