## Posted 4.2.2020 at 3:00pm



# SELECT BOARD AGENDA Tuesday, April 7, 2020 7:00pm

The Select Board Regular Meeting is being held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20. Interested individuals can listen in and participate by phone and/or online by following the link and phone # below.

Select Board Meeting

Time: Apr 7, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 390 217 577

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# **Agenda Items**

- 1) Approve minutes of 2/25 & 3/3
- 2) Appoint Dan Daley (Park & Recreation Rep) to the Open Space Committee
- 3) Act on fee adjustment request from Carlson Orchards
- 4) Announce penalty fee delays for Excise & Real Estate taxes
- 5) Discuss requesting the Finance Committee consider possible shortages regarding the FY20 & FY21 budgets
- 6) Transfer Station operation and fees for FY20 & FY21
- 7) COVID -19 updates

Next Regular Select Board Meeting Tuesday, March 21, 2020 7:00pm



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

#### National Grid Pole Petition - Old Mill Road

National Grid Engineer Steve Soucy explained this request is due to overhead wires on private property requiring a stub pole for support across the roadway. The DPW Director required the pole be placed at least 4ft from the roadway. National Grid will install one JO pole on Old Mill Road beginning at a point approximately 1040 feet northeast of the centerline of the intersection of Blanchard Rod and Old Mill Road with the 1 stub pole and anchor across the roadway. On a Wallace/Minar motion, the board voted unanimously to approve petition for installation of pole number 25-84 on Old Mill Road. In addition, they requested National Grid explore removal of a pole at the Bromfield School and asked what was the best way to submit requests to National Grid.

#### **Commission on Disabilities**

Resident Davida Bagatelle came forward to volunteer for the newly formed commission. Bagatelle is a Library Trustee therefore she can serve in the position designated for an elected/appointed official. Bagatelle has worked in special education and is employed as the Inclusion Coordinator at the Harvard Public Schools. She is passionate about this cause and is happy to serve on this Commission. On a Minar/Wallace motion, the board voted unanimously to appoint Davida Bagatelle to the Disability Commission.

#### **Historical Commission**

New resident Brandon Loughery came to express his interest in serving on the Historical Commission. The commission recommended his appointment. Loughrey has background with historic homes and holds a public policy degree. On a Wallace/Minar motion, the board voted unanimously to appoint Brandon Loughrey to the Historical Commission.

#### **Proposed Demolition Bylaw**

The draft bylaw was distributed. The Historical Commission will come to a meeting in the spring to review the bylaw for consideration at the Fall Town Meeting.

#### Change of Manager - Shaker Hills Country Club

On a Wallace/Minar motion, the board voted unanimously to approve the change of management at Shaker Hills Country Club to Andrew Jordan upon approval from the ABCC.

#### **Call to Caucus**

On a Wallace/Minar motion, the board voted unanimously to approve the call to caucus with nominated candidates as listed for March calling the caucus for March 23, 2020 at 7pm in the Town Hall Meeting Room.

#### **Special State Election Warrant**

On a Wallace/Minar motion, the board voted unanimously to endorse the Special State Election Warrant for Representative in General Court for the 37<sup>th</sup> Middlesex District Jen Benson's seat on Tuesday, March 31, 2020.

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#### Carlson Orchards Farmer Series Pouring Permit – license conditions

Von Loesecke noted the public communication on this application has been closed. The board members had previously discussed the conditions and asked for them to be reviewed by town counsel for appropriate language. On a Wallace/Sklar motion, the board voted unanimously to approve conditions to the farmer series pouring permit as amended this evening. They endorsed the licensing authority certification form for submission to the Alcohol Beverages Control Commission.

#### MassDevelopment update on Vicksburg Square development

Senior Vice President of Devens Jessica Strunkin and Director of Land Entitlements & Master Planning Ed Starzec came to kickoff conversations about rezoning the 19.6 acre Vicksburg Square complex. They are proposing rezoning that would allow for residential use as well as limited commercial and retail. They are also meeting with the Devens Committee, Shirley Board of Selectman and the Ayer Board of Selectmen to discuss this rezoning as they are prepare for a Super Town Meeting to be held on October 17<sup>th</sup>. Strunkin said formal hearings will be held as well. Board members asked about affordability percentages, mixed use percentages and accessory uses. Starzec said the proposal includes rental and ownership options for moderate to affordable housing. Wallace asked if senior housing, such as a continuing care facility (independent living through nursing care), would be allowed. They have created a website: <a href="https://courbanize.com/projects/vicksburg-square/information">https://courbanize.com/projects/vicksburg-square/information</a> with information including draft bylaw language. As the process evolves additional information will be added.

#### **Minutes**

On a Wallace/Minar motion, the board voted unanimously to approve minutes of 2/4, as presented. (Sklar – abstained as he was not present at the meeting)

#### **Town Administrator report**

Bragan reported on the following items:

Harvard War Monument Restoration Committee received a \$15,000 grant from the Veteran's Heritage Grant Program for their most recent project (see attached letter)

Lucas Thayer has had a meeting in the Planning Board office and a meeting with the Police Chief since the Community Outreach meeting that was held on Thursday, December 19, 2019 at Town Hall at 7PM. They will be coming to the Select Board Meeting on March 17, 2020.

The boundary issue with Ayer continues to be worked on by our attorney and the developer's attorney, Mark Bobrowski. We are looking for a surveyor that will be paid for by the developer to survey the town boundary and the points between the markers.

Conservation is looking into easements over property they acquired back in 1987 on Oak Hill Road and are working through issues that are arising between the property owner and the electric company.

Bragan shared a list of formerly elected positions that are up for appointment this year. They all have terms that expire in 2020. The list of elected positions being acted on at this year's Town Election was also attached for r review.

Town Counsel has sent a letter to MART regarding the issue with their van.

Construction at Pine Hill Village has ceased due to violation of the Comprehensive Permit. The ZBA is meeting on the 27<sup>th</sup> at 7PM to discuss the matter with Pine Hill Village LLC owner.

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DPW Director Tim Kilhart continues to move the Ayer Road project forward and will be holding a 10% review meeting on the 25<sup>th</sup> of March at 7Pm here in this room. If the Board wishes we can have Tim provide an update at the meeting of the 17<sup>th</sup>.

Early Voting has started and people in Harvard can vote on the following dates Monday, Wednesday and Thursday of this week from 8AM to 4:30PM and on Tuesday of this week from 8Am to 7PM. See attached.

All Boards Meeting is this Saturday at 9AM so that the Finance Committee can explain where we are now and how the budget was constructed. The Finance Committee will be finalizing their recommendations to the Select Board tomorrow night and the Board will have the proposal in its packets for Thursday. Next week's meeting will be dedicated in large part to reviewing the budget by the Board. John Seeley from CPIC and Don Ludwig from FinCom may be present to answer questions or assist the conversation.

National grid has a new program based on cell phone messaging for power outages in an affected area. People have to sign up for it and we will be putting it up on our website.

There will be an Open Meeting Law Regional Training in Stow on March 25, 2020 at 5:30 PM at Stow's Pompo Community Center.

The Moderator is currently looking for two people to serve as Associate Members on the Finance Committee.

#### **Pine Hill Village Lottery Plan**

The board decided to act on this item at their first meeting in April to allow more time for them to review the plan.

#### **Debt Management Policy**

The draft policy was developed by Finance Director Lori Bolasevich with assistance from our financial advisor Hilltop Securities. Von Loesecke explained rating agencies require this type of policy. Sklar and Wallace questioned some of the requirements but were reassured the policy as written was basic financial management. On a Wallace/Minar motion, the board voted unanimously to adopt policy as presented.

#### **Transfer Station sticker fee**

The board decided to act on this item at an upcoming meeting. Bragan emphasized how important it is for the Select Board to address this sooner rather than later. He said with paper disposal and hauling cost increases the Select Board will seriously need to consider the future of the Transfer Station.

#### **Select Board Reports**

Von Loesecke gave an update on the carpets to be removed from the old library that were damaged due to the water infiltration. They discussed options for flooring besides rug for the vestibule area.

Minar reported the Energy Advisory Committee continues to monitor energy usage in town buildings by conducting monthly comprehensive reviews.

Wallace reported a Request for Proposal has been issued seeking a consultant for the Community Resiliency Working Group. This group was formed in late 2019 in response to the ongoing need to engage in Municipal Vulnerability Preparedness (MVP) program work and also to consider ways to address environmental criteria and sustainability at the municipal level. They expect to start work in a few weeks.

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Wallace reported the Harvard Devens Jurisdiction Committee has been in hiatus waiting on the Framework Committee to finalize drafting a Memorandum of Agreement (MOA). Once a draft has been completed she will share the draft with the Select Board for their review and approval.

Von Loesecke reported the school building project schedule is behind due to concrete pouring being delayed. This is shifting completion date for phase one but will not impact phase two.

The meeting was adjourned at 9:15pm.

Documents referenced:

National Grid pole petition request – dated 1.29.2020

Bagatelle vol form – dated 2.14.2020

Loughery vol form – dated 1.26.2020

Draft Demo Bylaw – dated Jan 2020

Shaker Hills change of manager request – dated 2.11.2020

Call to Caucus – dated for 3.23.2020

Special State Warrant - dated for 3.31.2020

Carlson Orchards Inc. license conditions and submission to ABCC - dated 2.25.2020

Pin Hill Village lottery marketing plan – dated 2.23.2020

Debt Management Policy - dated 1.29.2020



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

#### **Commission on Disabilities Appointment**

Resident Laura Bridges submitted her volunteer for the newly formed commission. She has mobility issues and work experience in this area as well. She is pleased to have an opportunity to contribute. On a Wallace/Maiore motion, the board voted unanimously to appoint Laura Bridges to the Commission on Disability.

#### Release of Right of First Refusal - 33 West Bare Hill Road

Attorney Sherril Gould and her client Chris Callahan came to request the Right of First Refusal release. Gould explained the property had previously been classified as Chapter land however when a lot on the property was sold a year ago the land did not qualify under the requirements for this designation. The title company is requiring a release be signed by the Harvard Select Board to codify this. Any taxes owed have been paid. Gould will follow up with the Assessing Department. On a Minar/Wallace motion, the board voted unanimously to release right of first refusal on 33 West Bare Hill Road as amended to reflect 61 B language.

#### **Borrowing authorization – DPW Heavy Duty Dump Truck**

On a Minar/Wallace motion, the board voted unanimously to endorse advance of funds in lieu of borrowing for article 23 dated May 4, 2019.

#### FY21 Budget Review and Discussion

Bragan said the FY21 budget will be acted on at the next Select Board meeting. Finance Committee Chair Don Ludwig and member Jennifer Finch were present along with Capital Planning and Investment Committee (CPIC) Co-Chair Jon Seelev.

Bragan distributed the cherry sheet noting revenue is lower than expected. They are utilizing conservative numbers in an effort to align with the Governor's budget.

School Committee Chair John Ruark was present to answer school department related questions. Von Loesecke requested deeper analysis in an effort to provide a reliable estimate with respect to school choice estimates.

Ludwig reported an expected increase in local receipts based on feedback related to excise revenue.

Bragan distributed a memo on the Finance Committee's recommendation on CPIC proposals for FY21. CPIC did not support the \$900,000 for the Old Library Roof project. They did approve on a 3 to 2 vote the Hildreth House Phase II project. The Finance Committee voted to accept the CPIC's recommendations for funding of the small capital items. They also voted to approve the middle school ramp project and did not approve the old library roof or the Hildreth House Phase II project. Bragan included the 10 year excluded debt service projections for current and potential debt minus the old library roof.

Wallace asked for clarity on the transfer station figures. Bragan explained the program is in deficit of \$56,000 this year. The Select Board will need to seriously consider how this service will be offered in the future. He explained an increase on the sticker and/or bag prices is inevitable.

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Wallace asked about the revolving fund for Park and Recreation field fees. Bragan explained this will facilitate field usage as a self-funded activity.

All departments and committees/boards have been informed of changes made to their budget requests. Ludwig said the Finance Committee is interested in any suggestions others may have with respect to the budget and additional revenue sources.

Bragan explained small warrant article requests have been reviewed and prioritized. These are items being requested above level service. Some of the requests have been removed for consideration for this town meeting.

Bragan and Ludwig outlined the areas within the FY21 budget that have been reduced or eliminated to decrease the deficit as much as possible. The Select Board members had questions and asked for clarification in some areas. They were agreeable with the recommendations acknowledging the need for an override question in the amount of 320,000 to balance the budget.

School Committee Chair John Ruark fielded questions on the school department budget. Ruark reported the School Committee has adjusted their budget request to reflect level services. Von Loesecke reminded Ruark additions to the budget made throughout the prior year by the school department are above the budget amount that had been approved for FY20. Ruark acknowledged that point. He indicated the school department has decided to utilize additional Devens funds to offset reductions. Bragan asked if that approach is sustainable. Ruark admitted it probably is not a long term solution therefore something they need to consider. Von Loesecke asked about retirements for the coming year. Ruark said their School Business Manager is working on these projections. Bragan cautioned waiting to address budget shortfalls will only complicate the issue in the future. Wallace asked what the school will do it the override does not pass. Ruark said there will be forced to make cuts to services and staff. Von Loesecke expressed her interest in the School committee making a commitment to not have mid-year budget additions especially those that add hours or personnel.

Von Loesecke emphasized the importance of a thorough review of all budget revenues and expenses. We must go to the taxpayers knowing we did all we could.

Bragan asked the board to vote authorizing emergency spending related to the water issue in February. On a Minar/Wallace motion, the board voted unanimously to approve emergency expenditures for water issues authorized by Chapter 44 Section 31 with language written.

Bragan received a request from the Finance Director Lori Bolasevich to increase demand fees from \$10 to \$30. This fee has never been increased. The board was supportive of this request. On a Sklar/Wallace motion, the board voted unanimously to increase collectors demand fee to \$30 effective immediately.

Bragan asked the board members to confirm the start time of the Spring Annual Town Meeting to be held on Saturday, May 2<sup>nd</sup>. On a Sklar/Maiore motion, the board voted unanimously to start the spring ATM on Saturday, May 2<sup>nd</sup> at 1:00pm.

Bragan announced all warrant articles are due by Thursday, March 12<sup>th</sup>.

Bragan reported the Assistant Town Administrator Marie Sobalvarro is investigating ways to provide health insurance cost savings, DPW Director Tim Kilhart will be at the next meeting to go over the Ayer Road Project.

Von Loesekce reported the chair of the Permanent Building Committee Cindy Russo is reviewing comments on their policies and will be following up with the Select Board.

The meeting was adjourned at 9:17pm.

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Documents referenced:
Bridges vol form – dated 2.6.2020
In Lieu of borrowing form – dated 3.3.2020
Budget memo – dated 3.2.2020

# **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:** February 05, 2019

**Applicant Information:** 

Name: Dan Daly

Address: 15 Littleton Rd 1B

Home/Work Phone #978-456-7830 Mobile Phone # 617-872-8410

Email Address: dan.daly.home@gmail.com

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

Athletic Field Planning Subcommittee of the Parks & Recreation Commission Open Space Committee of the Conservation Commission

**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: Stodge Meadow Pond Association (Ashburnham, MA) board member; New Ipswich, NH

Do you have any time restrictions? A YES NO

**Please list your present occupation and employer** (you may also attach your résumé or CV) Business Development; Pilgrim Partners, LLC

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.

Phi Beta Kappa, Honors graduate of University of Massachusetts at Amherst (Geography; History) 30+ year career leading teams in analysis, business planning, marketing, and general management

Conflict resolution, ethics and negotiation training; Monadnock Conservancy volunteer Rotary Club of Jaffrey-Rindge (NH) past member; Stodge Meadow Pond Association cartography advisory

Various volunteer kids' athletic coaching activity, Westminster, MA

Received by Town of Harvard

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