



**SELECT BOARD
AGENDA
Tuesday, August 4, 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.

Topic: Select Board

Time: Aug 4, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84274528371?pwd=NOJLbVRuaUtPWUxwbGtpdzJESIRUZz09>

Meeting ID: 842 7452 8371

Passcode: 511747

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,123906012# US (New York)

Find your local number: <https://us02web.zoom.us/j/84274528371?pwd=NOJLbVRuaUtPWUxwbGtpdzJESIRUZz09>

Agenda Items

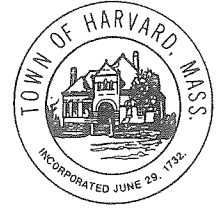
- 1) Meet with DPW Director Tim Kilhart about the Mass Works grant for Slough Road and to discuss finalizing design for the Ayer Road construction project. (7:00)
- 2) Facilities Manager Jeff Hayes will provide a municipal buildings overview (7:15)
- 3) Approve minutes of 6/30, 7/7, 7/9, 7/14 (7:35)
- 4) Public Communication (7:40)
- 5) Committee/Board Appointments: (7:45)
 - a. War Monument Restoration Committee – Richard Cabelus (Hist. Com. Rep.)
 - b. 4th of July Committee – Anne Hentz & Chris Connors
 - c. Bare Hill Pond Watershed Management Committee – Kerry Shrives
 - d. Conservation Commission
 - e. Park & Recreation Commission – Mark Morin
- 6) Town Administrator Report - miscellaneous issues & discussion items (8:00)
- 7) Action/Discussion items: (8:15)
 - a) Recognize resignation of Steve Victorson from the Park & Recreation Commission
 - b) Discuss memo from the Board of Health about the future of the Transfer Station Committee
 - c) Discuss Fall Annual Town Meeting warrant
 - d) Discuss Carlson Orchards request to extend serving of alcoholic beverages on the patio from 6pm to 8pm on Fridays and Saturdays
- 8) Select Board Reports

***Next Regular Meeting
To be determined in August if necessary or Tuesday, September 1st
7:00pm***

OFFICES OF THE
SELECT BOARD AND
TOWN ADMINISTRATOR

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

www.harvard.ma.us
(978) 456-4107 fax



August 6, 2019

Secretary Jay Ash
Executive Office of Housing and Economic Development
1 Ashburton Place
Boston, MA 02108

Dear Secretary Ash:

I certify that at the Select Board meeting on August 6, 2019, the Board voted to submit the 2019 MassWorks Infrastructure grant application for road safety improvements in Harvard on Slough Rd. and to authorize the Chair of the Select Board to sign the "Certificate of Public Entity Authorization" form.

Sincerely,



Timothy Bragan
Town Administrator

Section I. Project Summary - COMPLETE

1.1: Project Location: *

Harvard

1.2 Applicant Type *

Municipal Government

Regional Planning Activity:	Montachusett Regional Planning Commission			EOHED Region:	Central Mass
MassDOT Highway Division:	District 3	MVP Community:	MVP	Gateway City:	N/A
Housing Choice Community:	No	Green Community:	Green	Rural or Small Town:	Both

1.3 Applicant Organization Name: *

Town of Harvard

1.4: CEO Name: *

Timothy Bragan

1.5 CEO Title: *

Town Administrator

1.6: Applicant Organization Legal Address: *

13 Ayer Road

1.8: State:

MA

1.7: City/Town: *

Harvard

1.9: Zip Code: *

01451

1.10: Telephone: *

(978) 456-4100

1.11: Email: *

tbragan@harvard.ma.us

1.12: Project Contact Name/Title (if different):

Timothy B Kilhart

1.13: Contact Tel.:

(978) 456-4130

1.14: Contact Email:

tkilhart@harvard.ma.us

1.15: Select the one item below that best describes the type of development that is being supported by the public infrastructure project proposed in this application: *

- Mixed-use development (Residential with commercial, retail, and/or other development)
- Housing development (Housing only))
- Economic Development with job creation and/or retention (No housing)
- Small town road improvement project to enhance transportation safety (formerly STRAP)

1.16: Name of Proposed Project: *

Slough Road Safety Improvements

1.17: Amount Requested: *

\$1,000,000

1.18: Total Budget: *

\$1,135,000

1.19: Project Abstract: Brief description (No more than 100 words) of the proposed public infrastructure project and associated private development. *

Harvard is seeking grant assistance to provide public infrastructure improvements along Slough Rd. Slough Rd is being used as a connecting road to Route 495 and Route 111 and has a significant volume of traffic (1,184 vehicles per day). The road is in extremely poor condition primarily due to the lack of a proper drainage system. The proposed project on Slough Rd will encompass safety improvements including a new drainage system, roadway reconstruction and the installation of guardrails.

1.20 ATTACHMENT: *In Section VIII, attach a letter of support for this project from th*

municipal CEO

Section II. Infrastructure Project Description - COMPLETE

2.1: Project Address/Parcel ID(s): *

Slough Road

2.2 Describe the project site, including any unique challenges that may exist at this location: *

Slough Rd is a unique local rural road that sees a large volume of vehicles traveling over it on a daily basis. The project limits are between Massachusetts Ave and Bolton Rd. The Town has already spent \$35,000 to design and engineer a new drainage system in preparation for this project. The Town applied for the MassWorks STRAP grant last year but was denied. The condition of the road causes people to travel 1.5 miles out of their way to avoid using Slough Rd which is what the detour would be to get around Slough Rd. to get to Route 495. The detour causes people to travel into a congested and dangerous intersection where we have two schools and the town library traffic already present. We have looked into an MVP grant but Harvard has a large agricultural farming industry and that is what we are focusing our MVP grant application towards. The MassWorks STRAP grant seems to be a more appropriate source of funding for this type of road improvement.

2.3: Is the entire project site publicly owned? *

Yes No

2.4: If yes, describe the type of public ownership (select all that apply).

- Public land Easement
- Leasehold Other: Identify:

2.6: What is the primary (largest) component of the proposed public infrastructure project? (Select One)

- Roadway / Streetscape Improvements Public Utility Project (Gas, Electric, etc.)
- Bridge / Culvert Repair or Replacement Other: Identify:
- Water / Sewer Infrastructure

2.7: Project Description – Describe the public infrastructure project for which you are requesting grant assistance. Include details about the planned construction

work and how this project will advance the host community’s housing, economic development and/or community revitalization goals, or if STRAP, how it will enhance transportation safety. ATTACHMENT: In Section VII, attach a site plan, conceptual drawing, and/or construction concept design that clearly demonstrates the location and proposed work *

Slough Road is a rural road that is in extremely poor condition and lacks a proper drainage system. The lack of an existing drainage system causes significant ponding along the roadway and during the winter month’s ice builds up and at times completely covers the roadway causing a significant safety hazard for the traveling public. The DPW is constantly working to treat the road with salt to remove the ice that builds up during the colder winter months. In addition, the poor drainage has also caused the pavement to deteriorate resulting in significant pavement cracking and tire rutting. Asphalt repairs and patching occur constantly year round due the the poor condition of the roadway.

A Storm Water Management Report and engineering plans for the proposed improvements were completed on 7/3/2019 to address the deficiencies of the existing road. The design for climate resiliency was performed to the 2, 10 and 100 year levels during this report. The proposed improvements include installing a new closed drainage system with pipes and catch basins to collect the water and deliver it to a proper location to be dispersed. The project will also include Full Depth Reclamation (FDR), Hot Mix Asphalt (HMA) paving, new drainage, cape cod berms and guardrails where necessary. A Notice of Intent was filed with the Harvard Conservation Commission in November 2018 and was approved with an Order of Conditions issued on 7/3/2019. The project was put out to bid in January of 2020 but the bids came back between \$730,000 and \$1,173,000 which was higher than we had budgeted for using our Chapter 90 funding. The cost of the project would have also jeopardized and/or delayed other necessary scheduled improvement projects in town. The money from the MassWorks STRAP grant will be used to pay for the proposed safety improvements. The Town will provide a contingency fund in the amount of \$100,000 using Chapter 90 funding to cover any unforeseen circumstances to ensure that the project is completed. This project is "shovel ready" and will be put out to bid if the MassWorks STRAP funding is approved.

2.8: ATTACHMENT: In Section VIII, attach a site plan, conceptual drawing, and/or construction concept design that clearly demonstrates the location and proposed work. *

2.9: Provide the planned schedule/timeline for the public infrastructure project for which the community is seeking MassWorks funding. *

Milestone	Start Date	End Date
Design / Engineering / Permitting *	5/14/2018	7/3/2019
Bidding Open / Close *	2/1/2021	2/28/2021

Construction Start *	4/1/2021	
50% Construction *		6/30/2021
Construction Complete *		8/30/2021

2.10: Which of the following permits, licenses, and/or approvals are required for this project? (Check all that apply). For selected items, indicate if secured and the actual/anticipated dates of filing and issuance.

Required Permits/Licenses/Approvals	Secured?	Filing Date (Actual or Anticipated)	Issue/Decision Date (Actual or Anticipated)
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> MEPA	<input type="checkbox"/>		
<input type="checkbox"/> Chapter 91 License	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> Water Management Act Permit	<input type="checkbox"/>		
<input type="checkbox"/> MassDOT Access Permit	<input type="checkbox"/>		
<input type="checkbox"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Planning Board	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Conservation Commission	<input checked="" type="checkbox"/>	11/1/2018	7/3/2019
<input type="checkbox"/> Zoning Board	<input type="checkbox"/>		
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Utility Relocation	<input type="checkbox"/>		
<input type="checkbox"/> Other:	<input type="checkbox"/>		

2.11: What percentage of the project design is complete? *

100

2.12: Will the project require coordination with a utility company? *

Yes No

2.14: Will the project include work on a state roadway and/or at an intersection with a state roadway? *

Yes No

2.16: Is this specific site included in a regional Land Use Priority Plan, Designated Priority Area, or similar plan that identifies regional priority development and/or preservation sites? *

Yes No

2.18: If No, explain why the site is a local priority and to what extent it is consistent with a regional priority *

Slough Rd is a local road that has a high volume of traffic (ADT of 1,184) vehicles per day. Many of these vehicles are commuters including residents from Bolton that are using Slough Rd. as an access route to Route 495. The road has a significant drainage problem that requires a large commitment of money to do the project correctly. We have endured many complaints about the condition of the road and would like to make all of the necessary upgrades to allow for a safer road for the traveling public.

2.19: Has the municipality applied to, or received a grant from, the Complete Streets Program for any portion of this project? *

Yes No

Section III. Budget and Sources

3.1: Provide a breakdown of the project budget, by spending category, using the table below. This table should reflect the total cost of the public infrastructure project ONLY. DO NOT include expenses associated with a private development and/or for adjacent but separate infrastructure work carried out by the municipality or other entities. Enter the amount(s) requested from MassWorks for each category and the amount(s) covered by matching funds, if any. Please note that no more than 10% of the MassWorks request may be for pre-construction costs such as surveying, design/engineering, permitting, etc., except in the case of STRAP applications, which may include the full costs of all items.

Spending Category	MassWorks Funds Requested	Match / Other Funds	Total Project Budget	Source of Match / Other Funds
Design / Engineering / Permitting	\$0	\$35,000	\$35,000	Chapter 90
Bidding	\$0	\$0	\$0	
Construction *itemization required (see below)	\$1,000,000	\$100,000	\$1,100,000	Chapter 90
Construction Admin.	\$0	\$0	\$0	
Total	\$1,000,000	\$135,000	\$1,135,000	

3.2: ATTACHMENT: * In Section VIII, attach an engineer’s cost estimate that details the construction total. Applicant may submit a worksheet from the MassDOT Construction Project Estimator, or similar document

3.3: Is the construction work planned as a non-participating scope item on a MassDOT TIP project? *

Yes No

3.4: If yes, identify the TIP Project Number, if available, and indicate whether the MassWorks project will be entirely or partially included in the non-participating scope of work.

3.5: If applicable, describe the source(s) of the Match/Other Funds (appropriation, loan authorization, donation, etc.), whether they are subject to a vote of approval by Town Meeting or Council, and by what date (actual or anticipated) the applicant expects to secure the funds.

The Chapter 90 funds will be applied for if we receive the MassWorks grant. I do not anticipate any issues with obtaining these funds as they have been earmarked for this purpose.

Section IV. Preparing for Success - COMPLETE

4.1: Has the municipality implemented best practice(s) in housing and/or economic development as part of the Commonwealth's Community Compact Program? *

Yes No

4.2: Does the municipality have a current Master Plan in place? *

Yes No

4.3: Is the project located in a federally designated Opportunity Zone? *

Yes No

4.4: If Yes, is this project expected to benefit from an Opportunity Fund investment? Note: Applicants answering yes, will be required to provide the name of the Fund and/or the managing entity, during the review. *

Yes No

4.5: Indicate which of the following additional economic development tools/strategies have been adopted (and are currently in effect) within the municipality generally and at the project site specifically. (For each checked item, one or both of the items on the right must be checked.)

	Development Tool / Strategy	Within Municipality	Within Project Site
<input type="checkbox"/>	40R Smart Growth or Starter Home District	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	43D Expedited Permitting District	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Business Improvement District, Main Streets, or similar	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	By-Right Zoning, Commercial	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	By-Right Zoning, Multi-family	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Compact Neighborhood Designation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Federal Choice Neighborhood / Economic Development District	<input type="checkbox"/>	<input type="checkbox"/>

<input checked="" type="checkbox"/>	Housing Production Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mixed-use / cluster zoning	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tax Increment Financing District	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Urban Center Housing Tax Increment Financing	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Urban Renewal Plan	<input type="checkbox"/>	<input type="checkbox"/>

4.6: Does the municipality have an active housing moratorium or any type of restriction of new housing? *

Yes No

4.7: Is any part of the project in the current 1% annual chance (100-year) floodplain, the current 0.2% annual chance (500-year) floodplain, and/or within 0.1 miles of a water body? *

Yes No

4.8: Does the project site have a history of flooding? *

Yes No

4.9: Will the project result in a net increase in impervious area at the site? *

Yes No

4.10: If yes to any of the above, describe how the project design will mitigate flood risks and/or heat-island impacts based on available climate change science and data.

The Storm Water Management Report that was created for this project dictated the necessary design plans and were incorporated into the final plans to help mitigate the flood risks in this area for this project.

4.11: Will the project provide other positive environmental benefits to the community, such as ecological restoration, improved air/water quality, pretreatment of stormwater discharge, etc.? *

Yes No

4.12: If Yes, describe the benefits provided by this project.

Water quality will be increased by providing a closed drainage system. The deep sump catch basins will also help to prevent debris from getting into the water way. Rip rap is going to be used to interrupt and slow down the flow of run-off and a cape cod berm along the entire project will help to prevent the road edges from washing out and into the water

way.

4.13: Does this project support imminent private development that is located within a half mile of a transit station (defined as a subway or rail station, or a bus stop serving as the convergence of two or more fixed bus routes that serve commuters)?

*

Yes No

4.14: If Yes, identify the transit type(s) and the names of the transit station(s) or stop(s).

4.15: Does project support imminent private development that is renovating/restoring a previously developed site? *

Yes No

4.16: If Yes, identify the site address and describe the prior use(s).

4.17: Does this project support imminent private development that is creating new housing with a density of at least four units/acre? *

Yes No

4.18: If Yes, describe the level of housing density that will be leveraged by each private development supported by this project.

4.19: Does the project support imminent private development containing a mix of residential and commercial uses, with a residential density of at least four units to the acre? *

Yes No

4.20: If Yes, describe the types of commercial uses, as well as the level of housing density, that will be leveraged by each mixed-use private development supported by this project.

4.21: Does this project directly or indirectly benefit and/or support economic development in the region? *

Yes No

4.22: Are two or more communities carrying out this project jointly to implement an initiative that has was developed through a regional planning effort? If YES, attachment required. *

Yes No

4.23: ATTACHMENT: *In Section VIII, attach a letter from each involved community outlining their participation and support for the project.*

Section V. Benefitted Private Development Project

COMPLETE

5.1: Does the public infrastructure project support immediate new development in and around the project area? If Yes, continue to the next question. If No, skip to Section VI. * (NOTE: Applicants for small town (STRAP) road projects should answer No and continue to next section.)

Yes No

5.2: Will the public infrastructure project directly serve or connect to a private development project?

Yes No

5.3: Will the public infrastructure project be on parcels of land that are either, a) part of the private development project site, or b) adjacent to the private development project site?

Yes No

5.4: Will the public infrastructure project involve the construction of improvements that are required as a condition in a permit or approval for a private development project?

Yes No

If you answered Yes to any of the above, continue to answer the remaining questions in this section regarding the private development project. If you answered No to all, skip to Section VI.

5.5: Provide a detailed description of the private development project(s) that includes the scope of the development, progress on permitting, expected public benefits, and project phasing, if any.

5.6: Is this private development project allowed by-right in the municipality's current zoning?

Yes No

5.7: Is a zoning amendment required for this private development project to move forward?

5.8: Is the private development project at least at 25% design?

Yes No

5.9: Does the private development project have all required permits and approvals to commence construction?

Yes No

5.10: If No, identify what permits and/or approvals are outstanding and the anticipated timeframe within which they plan to secure them.

5.11: Please provide the anticipated schedule/timeline for the private infrastructure project.

<u>Milestone</u>	<u>Start Date</u>	<u>End Date</u>
<u>Design / Engineering / Permit</u>		
<u>Construction Start</u>		
<u>50% Construction</u>		
<u>Construction Complete</u>		

5.12: Is the financing for the private development project fully secured?

Yes No

5.13: If No, please indicate the status of the financing, if there are any significant contingencies, and by when the private developer expects to secure the resources needed to proceed.

5.14: Indicate all of the applicable benefits of the private development project:

General Information	
Number of benefitted private development projects associated with this application:	
Lot area (acres) of all housing and/or mixed-used private development projects:	
Lot area (acres) of all commercial-only private development projects:	
Total lot area (acres) of all private development projects:	0

Commercial Development for ALL Private Development Projects	
Square footage of all office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of all commercial space to be created:	0
Residential Development for ALL Private Development Projects	
Number of NEW market-rate units to be created for rent/lease:	
Number of NEW market-rate units to be created for homeownership:	
Number of NEW affordable units to be created for rent/lease:	
Number of NEW affordable units to be created for homeownership:	
Total number of all NEW housing units to be created:	0
Total density (units/acre) of all NEW housing units:	
If any affordable, specify the lowest income limit to be used (65% AMI, 80% AMI, etc.):	%
Job Creation for ALL Private Development Projects	
Number of NEW permanent full-time jobs to be created:	
Number of NEW permanent part-time jobs to be created:	
Total number of all NEW permanent jobs to be created:	0
Total number of construction jobs to be supported by the private development project(s):	
Total number of existing full-time jobs to be retained: *	

*Count only existing jobs that are at risk for loss if the public infrastructure project is not completed.

5.15: Provide the following information for the entity responsible for the private development project:

Proponent Entity/Company:	
Contact Name/Title:	
Phone:	

Email:	
--------	--

5.16: Has the municipality provided the private development project with local benefits or incentives?

Yes No

5.17: If Yes, explain the type of benefit or incentive:

5.18 Can the private development project proceed independently without this public infrastructure work?

Yes No

5.19: ATTACHMENT: *In Section VIII, attach a letter from the private development proponent confirming and explaining this answer.*

Section VI. Applicability of MEPA Review

- COMPLETE

6.1: Does the public infrastructure project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03? If Yes, check all relevant thresholds and indicate if ENF and/or EIR are required. * (For each checked item, one or both choices on the right must be selected)

Yes No

	Threshold	ENF Required	EIR Required
<input type="checkbox"/>	Land Development	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rare, threatened, or endangered species	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wetlands, waterways, and tidelands	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wastewater	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Energy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Air	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Solid and hazardous waste	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Historical and archeological resources	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Areas of environmental concern	<input type="checkbox"/>	<input type="checkbox"/>

6.2: Does the private development project identified herein, meet or exceed the MEPA thresholds as set forth in 301 CMR 11.03? If Yes, check all relevant thresholds and indicate if ENF and/or EIR are required. * (For each checked item, one or both choices on the right must be selected)

Yes No

	Threshold	ENF Required	EIR Required
<input type="checkbox"/>	Land Development	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rare, threatened, or endangered species	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wastewater	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Energy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Air	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Solid and hazardous waste	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Historical and archeological resources	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Areas of environmental concern	<input type="checkbox"/>	<input type="checkbox"/>

6.3: List any filings that have been made or will be made with the MEPA Office in connection with the public infrastructure project and/or the private development project described above, and whether the review is expected to be a full scope or a limited scope.

6.4: Does the private developer, or any of its contractors/subcontractors, plan to construct any portion of the public infrastructure project? *

Section VII. Certification of Public Entity - COMPLETE Authorization

7.1: Does the applicant require a formal vote of an elected/appointed executive body to authorize the submission of this application? *

Yes No

7.2: ATTACHMENT: In Section VIII, attach a certified copy of the vote taken by the executive body.

7.3: If No, are you authorized to submit this application on behalf of the applicant entity, by virtue of your executive officer position (CEO, CFO, etc.), or as a designee of an executive officer? *

Yes No

This question doesn't show up to be answered but actually prints out - This is okay

I,
Alice VonLoesecke (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of
Town of Harvard (Applicant Organization Name), and further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that EOHED will rely on the information provided in this application in deciding whether to award a grant, and that the Commonwealth reserves the right to take action against the applicant, or any other beneficiary of a grant, if any of the information provided is false, inaccurate, or misleading. I hereby also affirm that, if awarded, the applicant has the capacity to carry out the MassWorks-funded project in accordance with all applicable laws and regulations.

8/24/2020

Timothy B Kilhart

DPW Director

Section VIII: Attachments -

NOTE: Do not attach additional and/or supplemental narrative responses. All questions must be answered in their respective sections within the space provided within the application.

REQUIRED

Attachment Type	Referenced Question #	Description	Upload Here
Municipal CEO Letter	1.20	Letter from the municipal CEO outlining support for the specific project in this application.	<i>Need letter from Tim B</i>
Project Site Plan	2.8	Site plan, conceptual drawing, and/or construction concept design that clearly delineates the project location and the proposed public infrastructure work.	Slough Rd. Drainage Plans.pdf
Budget Detail	3.2	Engineer's cost estimate or other itemization of the construction expenses for the project	MassWorks Estimated Construction Costs.pdf
Letter from Regional Partner(s)	4.23	If applicable, letter(s) from any community participating in a joint regional project	<i>N/A</i>
Letter from Developer(s)	5.19	Letter from private development proponent explaining the response to the question about the specific dependence or independence from the public infrastructure project.	MassWorks Letter for Section 5.19.doc

Certified Municipal Vote	7.2	If applicable, certified copy of the vote taken by the municipality's executive body	<i>need certified letter from SB</i>
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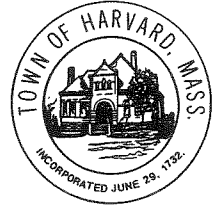
OPTIONAL/ADDITIONAL

Attachment Type	Description	Upload Here
Other Site Images	Site photographs, illustrations, and/or maps	MassWorks 2020 Pictures.pdf
Other Support Letters	Other and miscellaneous support letters	

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

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

www.harvard.ma.us
(978) 456-4107 fax



August 4, 2020

Secretary Jay Ash
Executive Office of Housing and Economic Development
1 Ashburton Place
Boston, MA 02108

Dear Secretary Ash:

I certify that at the Select Board meeting on August 4, 2020, the Board voted to submit the 2020 MassWorks Infrastructure grant application for road safety improvements in Harvard on Slough Rd. and to authorize the Chair of the Select Board to sign the "Certificate of Public Entity Authorization" form.

Sincerely,

Timothy Bragan
Town Administrator

Estimated Costs for Construction

The following is an itemized list of construction cost estimates based on the three lowest bids we received when the project was advertised in February 2020 but the pricing came in too high and we did not have enough Chapter 90 money to award the project.

Item 1: MassDOT approved 12.5 mm SuperPave HMA applied in place for roadway estimated at 1,500 tons with an estimated cost of \$202,500.00

Item 2: Asphalt Emulsion for Tack Coat including application estimated at 300 gallons with an estimated cost of \$2,500.00

Item 3: MassDOT approved 12.5 mm SuperPave HMA Cape Cod Berm applied in place estimated at 7,000 feet with an estimated cost of \$40,000.00

Item 4: Full Depth Reclamation of 12 inches including Calcium Chloride with Compaction estimated at 9,000 square yards with an estimated cost of \$90,000.00

Item 5: MassDOT approved 12.5 mm SuperPave for Driveway Aprons applied in place estimated at 37 driveways with an estimated cost of \$10,000.00

Item 6: Adjust and Repair Existing Drop Inlets to Finish Grade estimated at One (1) with an estimated cost of \$10,000.00

Item 7: Ledge Removal Costs estimated at 1,000 cubic yards with an estimated cost of \$85,000.00

Item 8: Installation of Drainage not including New 24 Inch Culvert as shown on Design Plans Provided with an estimated cost of \$300,000.00

Item 9: Installation of New 24 Inch Culvert as shown on Design Plans Provided with an estimated cost of \$125,000.00

Item 10: Installation of Erosion Control as shown on Design Plans Provided with an estimated cost of \$15,000.00

Item 11: Demolition and Removal of Existing Culvert as shown on Design Plans Provided with an estimated cost of 25,000.00

Item 12: Installation of Timber Post and Rail with Iron Plate Backing as shown on Design Plans Provided estimated at 500 feet with an estimated cost of \$75,000.00

Item 13: Loam and Seed behind Cape Cod Berm as shown on Design Plans Provided and along entire length of Project estimated at 7,000 feet with an estimated cost of \$20,000.00

Item 14: Total Bid Price of Entire Project based on Estimates Provided is \$1,000,000.00



City/Town or Other Awarding Authority Prequalification Confirmation

Apparent 3 Lowest Bidders Form

Approved Funding Program(s):

- Chapter 90 Program
 Complete Streets Program
 Municipal Small Bridge Program
 Utility Grants Program
 Mass-Works Program
 Municipality Funds
 Other _____

City / Town or Other Awarding Authority WARVARD

Location: SLOUGH ROAD

Description: DRAINAGE AND PAVING PROJECT

Class of Work: DRAINAGE AND PAVEMENT - SURFACING

Bid Opening Date: 02/26/2020 at 1:00PM Project Value: \$ 393,754.⁴⁵

Contractor	Address	City	State/Zip	Total Bid	Rank
Commonwealth Construction and Utilities, Inc.	P.O. Box 972	Watertown	MA 02472	\$730,675. ⁰⁰	1 st
Onyx Construction	18 Wetherbee St.	Acton	MA 01720	\$867,875. ⁰⁰	2 nd
Allied Paving Corp	10 Jean Ave. #17	Chelmsford	MA 01824	\$1,172,800. ⁰⁰	3 rd

Signature of person completing form: [Signature] 2/27/2020
 Print name: Timothy B. Kilhart Date

Comments:
The Town of Warvard is rejecting all bids due to higher than anticipated cost and not enough money in Chap 90 funding to pay for this project.

MASSDOT PREQUAL. OFFICE USE ONLY

All Bidders Prequalified: Yes / No Reviewed by: _____ Tracking System Input:

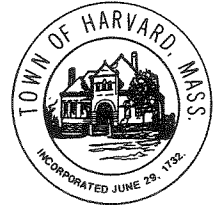
Copied District SAE / Funding Program Manager(s) Close File: _____ Date _____

Comments: _____

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

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

www.harvard.ma.us
(978) 456-4107 fax



August 4, 2020

Secretary Jay Ash
Executive Office of Housing and Economic Development
1 Ashburton Place
Boston, MA 02108

Dear Secretary Ash:

I, Alice von Loesecke, hereby certify that I am duly authorized to submit this application on behalf of the Town of Harvard and to agree to implement the MassWorks Infrastructure Program requirements on behalf of said municipality. I understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to make the MassWorks Infrastructure grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

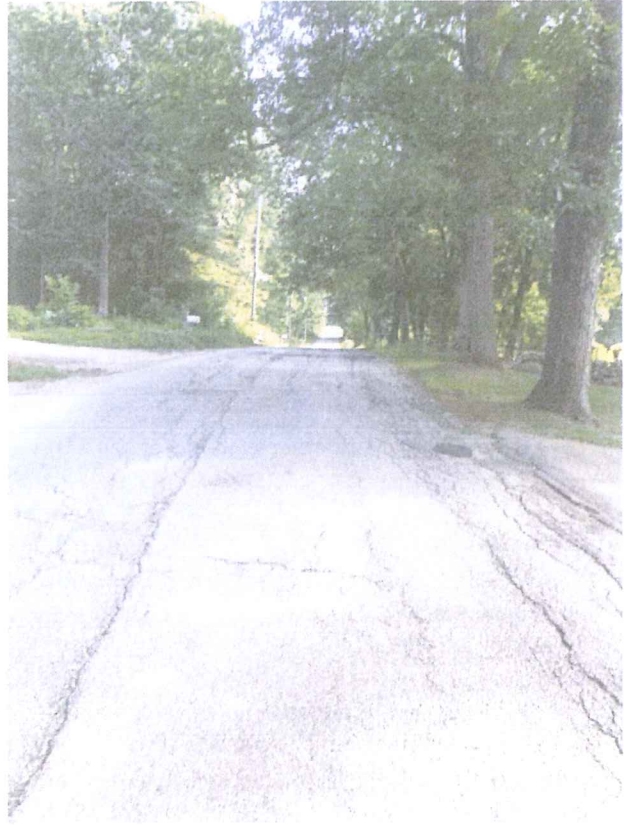
I hereby certify under the pains and penalties of perjury that the answers submitted in this application and the documentation submitted in support are accurate and complete.

Name	Title	Date
------	-------	------

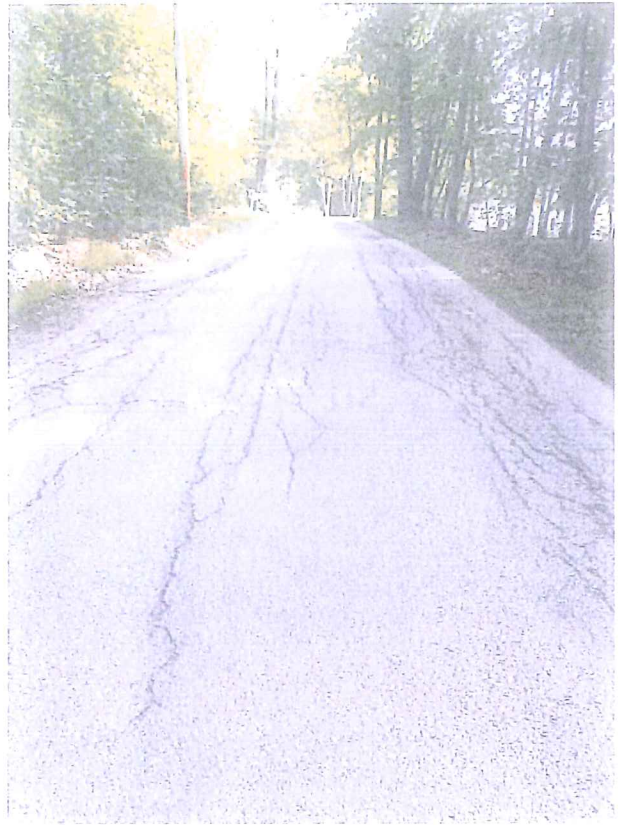
Please return an original copy of the signed authorization letter to:

MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

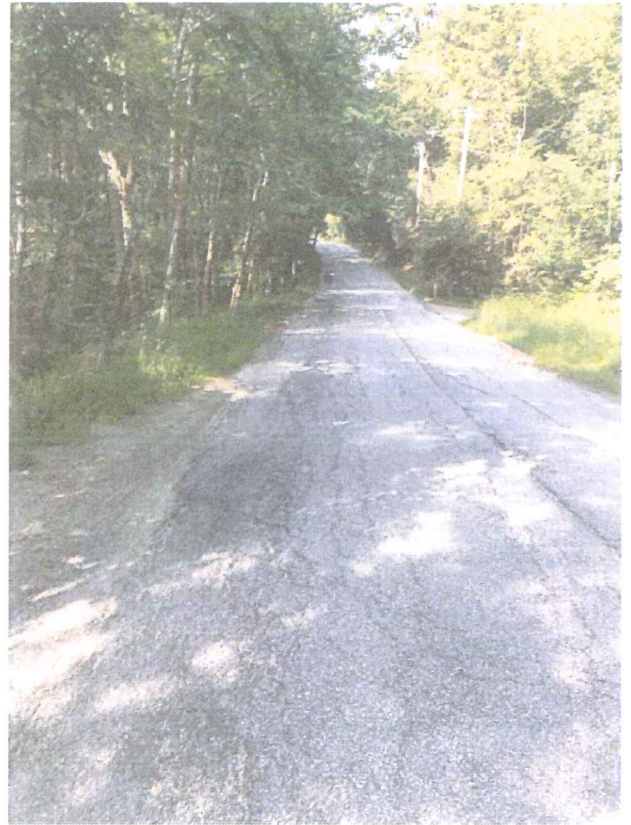
SLOUGH ROAD EXISTING CONDITIONS PHOTOS



SLOUGH ROAD EXISTING CONDITIONS PHOTOS



SLOUGH ROAD EXISTING CONDITIONS PHOTOS





PROJECT LOCUS



2019 MassWorks Grant

Slough Road Safety and Drainage
Conceptual Improvements



1" = 200'
July 18, 2019

 = Proposed Roadway Improvements

Select Board Minutes
Tuesday, June 30, 2020
6:00pm

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:

Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace

Town Staff participants:

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

Additional participants:

Tom Philippou, Chris Mitchell, Even Wittenberg, Michael Maglothin, Dan Tracey, Janet Waldron, Jim Burns , Mark Shaw, Jason Cole, Joanne Ward

Board of Health (BoH) appointment

The Select Board invited current member seeking reappointment Tom Philippou and new volunteer Chris Mitchell to speak about their interest in serving and the qualifications that possess that add value to the board. Philippou has served on the BoH for 18 years and has been a resident for close to 30 years. His pharmaceutical profession and years as a volunteer are what he highlighted as beneficial to the BoH. Mitchel is also a long term resident with a professional background as a geologist specializing in education and is consulting now on environmental impacts to water quality, human health and the environment. The Select Board members agreed both candidates have value to bring to the BoH. Select Board member Rich Maiore was adamant now is not the right time to appoint someone new mainly because of the current global pandemic. Wallace and von Loesecke want to encourage involvement of new volunteers admitting there is never a perfect time to make such as change. By a roll call vote, Minar – aye, Wallace – aye, von Loesecke – aye, Sklar – aye, Maiore – nay, the board voted to nominate Chris Mitchell for the position on the Board of Health. The members thanked Philippou for his service and time over the years.

Conservation Commission appointments

The commission has three terms up for appointment and one associate position. Janet Waldron, Mark Shaw and Jim Burns have all indicated their interest in being reappointed. Residents Eve Wittenberg, Michael Maglothin and Dan Tracey have submitted volunteer forms indicating their interest in serving on the commission.

Eve Wittenberg highlighted her professional experience in public health and her personal interest in preservation of open space. She is a newer resident to town who recently advised with the Emergency Management Committee during the Covid pandemic.

Dan Tracey is a longtime resident and biologist. His interests include wildlife, the wetlands protection act, the deer management subcommittee and development projects.

Maglothin is fairly new to town. He moved his family from Acton for the farming and open space Harvard offers. He describes himself as an outdoor enthusiast and GIS expert. Maglothin owns a farm near the town center and is eager to contribute.

Current member Jaye Waldron has served on the commission since 2008 and has been employed with the Massachusetts Department of Environmental Protection (DEP) for close to 30 years. She has extensive knowledge of the wetland regulations. Waldron enjoys being on the commission and views her role as a commissioner to be a strong focus on protection minus any personal agendas.

Mark Shaw is a lifelong resident who joined the commission a few years ago. He has enjoyed learning the role of commissioner and being able to work with residents and landowners. He has taken the time to learn the regulations to determine what is best and what compromises can be made.

Jim Burns began in an associate role and is also a longtime resident. He enjoys the interaction with residents and wants to continue. He has learned the commission is very busy.

Commission member Janet Ward added Jaye Waldron is map certified which is extremely helpful. She noted as long term residents those who are on the commission currently have a vested interest in town and are familiar with all areas of town very well.

In the interest of time Von Loesecke decided to move votes on these appointments to the July 7th meeting. The Select Board have a special meeting scheduled for 7pm that they must attend.

Deer Management subcommittee member Jason Cole asked the Select Board to be mindful of anyone seeking appointment for a singular or political agenda and to consider what is best for the commission and their current goals.

The meeting was adjourned at 7:00pm

Documents referenced:

Mitchell vol form dated – 5.12.2020

Magolthin vol form dated – 5.3.2020

Wittenberg vol form- dated 5.4.2020

Tracey vol form – dated 5.13.2020

Select Board Minutes

Tuesday, June 30, 2020

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:

Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro, Executive Assistant Julie Doucet

Additional participants:

Attorney Blake Mensing from the Mensing Group (legal and business advisory firm solely dedicated to cannabis in Massachusetts), Apple Guy Flowers CEO Lucas Thayer (Harvard resident)

Alice von Loesecke opened the meeting by explaining Apple Guy Flowers requested time with the Select Board to introduce their team and present their business plan. After the presentation there will be an opportunity for questions. No action is being taken at this meeting.

Apple Guy Flowers will need local approval by obtaining a community host agreement with the Select Board, a special permit from the Planning Board and approval from the Board of Health. In addition, they will need approval from the Cannabis Control Commission.

Attorney Mensing explained his firm specializes in legal and strategic counseling for cannabis businesses in Massachusetts. His client, Apple Guy Flowers, is proposing a Tier II Cultivation facility with 5,000 – 10,000 feet of canopy space. Mensing said cannabis production is highly regulated and can only be sold to licensed product manufacturers. All cannabis business operators, license holders and employees have required extensive background checks.

Harvard resident Lucas Thayer, 92 South Shaker Road, has been farming on his aunt's land and is interested in expanding to produce raw cannabis flower using organic methods to offer a great product not currently available in the market. Details are outlined in Apple Guy Flowers business overview. (Appendix A).

Select board member Lucy Wallace asked about visibility of the farming area from the roadway. Mensing confirmed the farming areas cannot be viewed from any public way per state regulations. He expects this to be addressed during the special permit process with the Planning Board.

Stu Sklar asked where on the property the farming area will be located. Lucas described the area to be up hill on the east side of the property. He is aware this location must meet required setbacks from the property line and wetland protection zone. Thayer confirmed he will need a small drying shed and plans to erect a temporary structure for secure storage in October.

Alice von Loesecke asked how Thayer will protect his plants without a greenhouse. Thayer has plans to use coverings for warmth during the growing season and will utilize a corrugated clear plastic rooftop for rain protection. He will require minimal lighting for security purposes and any lighting will be downcast.

Mensing noted video surveillance will be motion activated with highly sensitive infrared security monitoring. The security plan will be vetted by the Cannabis Control Commission, local police and included in the special permit process.

Rich Maiore asked for a timeline on the growing season. Thayer explained in early March or April he will begin working with the baby plants, in early May the plants will be transported outside into small greenhouse structures for each plant to offer protection when temperatures are low, in May or June trellis netting will be installed with pruning and watering continuous throughout the summer months (June, July, August). In the summer months, he expects to employ one or two employees. September is when more pruning begins and in October is when additional staff will be necessary for harvesting.

Maiore also asked about the odor that will accompany outdoor cannabis cultivation. Thayer explained the prevalent time when odor will be at its strongest is on a hot September day. He will plant other flowers that are fragrant and utilize an aerosol technique similar to a snowmaking machine. Thayer said the cannabis plant does not create a strong odor until it flowers in September. Maiore senses cannabis may become an alternate crop for New England farmers.

Wallace asked if Thayer has heard from any of his direct neighbors about his intent to operate a cannabis cultivation facility on South Shaker Road. He heard feedback at the public outreach meeting held in December which was a mix of those in favor and others with concerns. Since then he has not heard anything further. Mensing assured the board that there will be additional community outreach.

Kara Minar asked if Thayer is confident an outdoor facility can produce a uniform product. Thayer admitted you can never be 100% confident with cannabis cultivation. He is confident in his abilities to properly grow and protect the product. Mensing noted Thayer is well known and respected in the cannabis community.

Von Loesecke asked when background checks are completed. Mensing said these checks can be done concurrently on the local and state levels.

Mensing explained the licensing process which begins once an application is submitted to the Cannabis Control Commission. After initial review, the commission will send a request for information back to the applicant. This request will address any questions about what has been submitted. Once a notice of completion is issued the 90 day statutory review process begins. During this time, they would meet on the local level to finalize necessary approvals and full background and Cori checks would be underway.

Minar was curious about guidelines for towns to deny a request. Mensing said most of the local approval guidelines are within the local bylaws. Compliance with the Cannabis Control Commission regulations provides an extra level of obligations. Mensing reiterated all local standards and state compliance must be met before a license to operate is granted.

Public questions

Anonymous: What keeps this product from reaching the local individual market with direct sales vs. wholesale sales? Mensing answered this is not allowed with this type of operation. Licensee would have license revoked.

Resident Mark Mikitarian: If a permit is granted with conditions, and the permit holder isn't in compliance with the permit, which Town (and/or State) entities have enforcement authority to bring the operation into compliance? Mensing answered the local granting authority handles enforcement. If the state is alerted to any issues they can revoke the license.

Attorney Scott D. Carman of Krems, Jackowitz & Carman, representing a group of neighbors: What is the approximate timeline of when you will seek your first approval to your last approval, and what is the order in which you will seek approvals? Mensing described the process beginning with a community host agreement and any impact fee decided upon. Community outreach meeting is required and the agreement must be in place prior to submission to the state. They would plan to submit to the state the day after both are in place. He admitted the state process is slow and can take anywhere from four to eighteen months.

Anonymous: Can you briefly describe your plans for how you will be preparing the hugelkultur beds prior to planting? Thayer will utilize soil pots reminiscent of growbags. They will be lined bags with burnt logs on top and use of an animal manure blend from Maine. He will also use worm castings.

Meg Bagdonas: How will the product be kept separate from CSA agricultural items and from patrons who come to the property to pick up shares? What keeps them from wandering and how are the activities kept from comingling? Likewise workers from either enterprise? Mensing answered the state requires physical and administrative separation.

Mark Mikitarian: Who reviews the background checks for prospective employees? Is the employer who makes the hiring decisions the one who is the determinant of what in the background check is a disqualifier for hiring? Does the state have guidelines for this, particular to the cannabis industry? Mensing answered the facility operator chooses the employees but the state is the gate keeper of who can work in the cannabis industry.

Karen Morris: With respect to the smell mitigation, other than "nice smelling plants" what else if anything do you intend to do regarding smell mitigation? Other than the nice smelling plants such as hyacinth and mint, an expiration odor control misting technology which oscillates and sprays a mist of organic materials. Thayer reiterated September is the month when odor may become an issue.

Anonymous: According to the Town of Harvard Bylaw 125-21D, a marijuana cultivator needs to seek a special permit from the Planning Board. Where does that fit into your permitting process? Mensing said they will apply with the Planning Board as soon as they have a better sense of when a Community Host Agreement is forthcoming. Both the Select Board and Planning Board process may happen simultaneously.

Stephen Morris: Will the town and committee's get to examine the full filing that you make to the CCC as well as your standard operating procedures? Mensing said all information being submitted is public record. The security plan will be reviewed with the Police Chief.

The Select Board thanked Mensing and Thayer for their thorough presentation.

The meeting was adjourned at 8:20pm.

Select Board Minutes

Tuesday, July 7, 2020

6:30pm

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:

Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro, Executive Assistant Julie Doucet, Police Chief Ed Denmark, DPW Director Tim Kihart

Additional participants:

National Grid Rep. Javier Morales

By a roll call vote, Wallace – aye, Maiore – Aye, Minar – Aye, von Loesecke – Aye, Sklar – aye, the board voted unanimously to enter into executive session at 6:30pm, as authorized by Chapter 30A, Section 21.4 to discuss the deployment of security personnel or devices, or strategies with respect thereto. The board will reconvene into open session.

National Grid Pole Hearing – Mass Ave & Pond Rd

Bragan noted he is working with National Grid on the pole located in the Bromfield driveway. He explained an easement will be necessary for the fall Annual Town Meeting.

The hearing was opened and National Grid Rep. Javier Morales explained the petitions are for several pole locations at the intersection of Pond Rd and Mass Ave. They are necessary to accommodate the driveway for the new Hildreth Elementary School. They discussed how the proposed pole locations may be impacted by the new stonewall and sidewalks in that same area. They decided prior to any approvals Morales will meet with the DPW Director again. They will also consult with the Town Planner and the Library Trustees. By a roll call vote, Minar – aye, Sklar – aye, Maiore – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to continue the hearing so further information can be collected before approval of petitions.

Appointments

Historical Commission

By a roll call vote, Wallace –aye, von Loesecke – aye, Minar – aye, Maiore – aye, Sklar – aye, the board voted unanimously to appoint Matthew McRae to the Historical Commission.

Commission on Disabilities

By a roll call vote, Wallace –aye, Maiore – aye, von Loesecke – aye, Minar – aye, Sklar – aye, the board voted unanimously to appoint Toni Spacciapoli to the Commission on Disabilities.

Minutes

By a roll call vote, Wallace –aye, Maiore – aye, von Loesecke – aye, Minar – aye, Sklar – aye, the board voted unanimously approve minutes of 6/9 & 6/16, as presented Wallace.

Town Administrator Report

Bragan reported he is attending a meeting on state revenue figures tomorrow.

Bragan reported on the opening of Town Hall with just a few hours to start and then to regular hours on Monday, July 20th. He is confident the proper precautions are in place.

Bragan noted recent guidance from the Governor on youth sports has caused confusion therefore he is meeting with Park & Rec Chair Bob O'Shea.

Bragan reported the finance team is working on the year end closure. Lori team end of year closure. He asked the board to hold a short meeting next week to act on necessary department transfers.

Insurance Advisory Committee

Assistant Town Administrator/HR Director Marie Sobalvarro said this committee is defined in Chapter 32B Section 3 as representatives from various employee groups that make recommendations on insurance plans. Sobalvarro has provided information to the Massachusetts Interlock Insurance Association (MIIA) and they responded favorably to being able to offer quotes. She noted two communities have recently moved out of the Minuteman Nashoba Health Group (MNHG) to MIIA for their health insurance needs. The board members agreed it is worth investigating. By a roll call vote, Wallace –aye, Maiore – aye, von Loesecke – aye, Minar – aye, Sklar – aye, the board voted unanimously to solicit health insurance quotes on behalf of the town. This committee will provide a formal recommendation on their findings to the Select Board.

Ayer Road construction project

DPW Director reported the 10% design meeting went well. Members of the public were able to ask questions and TEC Engineers gave a good presentation recommending alternative 3 as the best option. This option does not require easements or land takings and has little environmental impacts. Kara Minar and Stu Sklar continue to be perplexed about removal of the roundabout from this plan. They were able to speak with reps from the Department of Transportation (DOT) and went through prior understandings and presented certain pieces that were deliberated when the roundabout was previously negotiated into the plan. In addition, Minar and Sklar reminded the DOT of other challenges with the area around the post office. As far as a land swap with the Conservation Commission they were assured this would not be a big hurdle. Minar and Sklar emphasized the need for this project to provide long term viability, function and traffic calming. Wallace wondered if the design meeting just held would need to happen again if a roundabout is added. Kilhart said the 10% meeting is not required therefore any revisions can occur at the 25% design meeting. Everyone agreed this is an important project that must be done right. Kilhart will set up a conference call with DOT, Minar and Sklar in an effort to finalize the project. By a roll call vote, Wallace –aye, Maiore – aye, von Loesecke – aye, Minar – aye, Sklar – aye, the board voted unanimously to approve alternative 3 with and understanding the specific plan type may include a roundabout.

Conservation Commission appointments

After multiple discussions with several people von Loesecke offered to make a motion to take no action on this item. She reminded the board that their appointment policy states a recommendation from the commission is required and since the Select Board has not received a formal recommendation from the commission no action should be taken. She suggested the Select Board defer to their August 4th meeting which allows time for the commission to provide their input. The Select Board members agreed.

By a roll call vote, Maiore – aye, Wallace – aye, Sklar – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to extend current appointments on the Conservation Commission until August 4th pending recommendation from the Conservation Commission.

Select Board Reports

Von Loesecke reported the Budget Working Group is awaiting the state budget. They do have plans in place to cover a \$500,000 budget shortfall and will need additional input if this figure increases.

Sklar was pleased to report the data on the Save Money Reduce Trash (SMART) program indicates a decrease in solid waste disposal and an increase in recycling which is very encouraged. The downside is costs for recycling have increased causing a need to increase the Transfer Station sticker prices. He offered kudos to Harvard residents on their efforts to support recycling. Sklar reported along with Select Board member Rich Maiore they delivered bags to 421 senior households.

Bragan confirmed the board will not need to meet on July 21st but will need to have a quick meeting on July 14th to address department transfers.

Sklar reported the War Monument Restoration Committee will begin plans to restore the World War II Korean War monument near the Harvard General Store.

The meeting was adjourned at 8:30pm.

Documents referenced:

National Grid pole petition requests – dated 5.28.2020

McRae vol form – dated 6.5.2020

Spacciapoli vol form – dated 6.15.2020

Insurance Advisory Committee – dated 7.9.2020

Strategic Planning Session
Hildreth House front porch
15 Elm Street
Thursday, July 9, 2020
9:00am

Town Meetings during Covid pandemic

The Select Board began by discussing the outdoor Annual Town Meeting (ATM) held in June. They decided an outdoor venue is preferable for the fall ATM instructing town administration to investigate other less expensive options. The fall ATM will be held in October either on the 3rd or 17th.

Fiscal 21 Budget

The FY21 budget will require action at the fall ATM. Town Administrator Tim Bragan advised the board to adjust the budget for the worst case scenario in anticipation of the state budgets trending down due to the impact of the Covid pandemic. They realize if local aid comes in lower than anticipated reductions in staff and hours will likely be necessary.

They discussed considering policies with respect to use of Free Cash and/or OPEB funds to assist with operating budget shortfalls especially during a financial crisis.

Delivery of Town Services

The Select Board members agreed Zoom Meetings actually provide greater access to meetings for members of the public. They continue to advocate for the ability of residents to purchase punch cards at the Transfer Station and brainstormed ideas to make purchasing of trash bags more accessible.

Revenue Generation

The Select Board will investigate how the town can generate revenue in unconventional ways. They will consider creation of a subcommittee to work on this.

Planning

A progress report on the Master Plan will be requested from the Town Planner to be completed prior to the September All Boards meeting. The Select Board will work with their liaison assignments to prioritize goals for the coming year such as the Planning Board focusing efforts on form based coding and mid-range/ downsize/starter housing. All agreed Select Board support is crucial in these areas.

Operational

For the Select Board annual appointment process the board revised their policy to read notification to the Select Board by February 1st of those positions up for reappointment, more liaison involvement in this process, a May 1st deadline for new volunteer applications and board/committee recommendations by June 1st for appointments. All involved will focus on agreed upon criteria blending institutional knowledge while encouraging new volunteers.

Additional items

Hildreth House Phase II: seek feedback from CoA as to next steps, consult with Facilities Manager, other locations in town they can use

Old library building: tarp roof for now, reassess future use of building, market analysis for possible sale of building

Bromfield ramp: school department will need to investigate less expensive options.

Bromfield House: sell for removal from location or destroy, town owned land to be used as a parking area to accommodate MBTA riders. On a Minar/Sklar motion, the board voted unanimously for disposition of the Bromfield House for structure to be sold or removed and land kept for municipal purposes.

Devens: framework committee delayed will work with consultant for MOU, update in the fall

Police Department: more visibility for speeding, regular visits to dead-end (Still River-Depot Rd) and continued traffic monitoring.

The Select Board will revisit set goals in November. They updated their liaison assignments.

Board Reorganization

Rich Maiore nominated Alice von Loesecke for another term as Chair.

Lucy Wallace nominated Kara Minar for Vice Chair.

Stu Sklar nominated Rich Maiore as Clerk.

Von Loesecke nominated Rich Maiore for Vice Chair.

The board voted unanimously Alice von Loesecke as Chair.

The board voted Kara Minar as Vice Chair.

3-2 (Minar, Wallace, Sklar – aye, von Loesecke & Maiore – nay)

The board voted unanimously Rich Maiore as Clerk.

The meeting was adjourned at 12:00pm.

Select Board Minutes
Tuesday, July 14, 2020
9:30am

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:

Chair Alice von Loesecke, Kara Minar, Stu Sklar, Lucy Wallace
Rich Maiore was absent

Town official participants:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro,
Executive Assistant Julie Doucet

Inter Department Transfers

Bragan explained in November of 2016 legislation was approved allowing cities and towns the ability to transfer appropriations between town departments. He is requesting the board approve end of year transfers in the amount of \$8,133.00 from the communications expense account. By a roll call vote, Wallace – aye, von Loesecke – aye, Sklar –aye, Minar – aye, the board voted unanimously to approve transfers from the communication expense account of \$2,323 to elections expense, \$690 fire call pay & stipends, \$3729 building inspector salary & expense and \$1,391 street lights.

The meeting was adjourned at 9:45am.

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: June 26, 2020

Applicant Information:

Name: Chris Connors

Address: PO Box 558, Harvard, MA 01451

Home/Work Phone # [REDACTED] **Mobile Phone#** [REDACTED]

Email Address: connorschris3@gmail.com

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

4th of July Committee

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:

Volunteer on the 4th of July Committee, Feb 2020- present

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)

Business Development Officer, Rollstone bank

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) Town has accounts at bank but no conflict

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

I am an avid outdoorsman and have spent countless hours on conservation projects at the Harvard Sportsmans Club. I am interested in becoming more involved in Harvard

Received by Town of Harvard

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



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

Date Submitted: July 7, 2020

Name: Kerry Shrives

Home Address: 91 Old Mill Road
HARVARD, MA 01451

Mailing Address: 91 Okd Mill Rd
Harvard

Phone Number(s): [REDACTED]

Email Address: kshrives@gmail.com

Current Occupation/Employer: Senior Vice President/Senior Appraiser at Skinner, Inc.

Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)?No

If yes, please list the Board name and your approximate dates of service:

Are you a registered voter? Yes

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?No

If YES, please describe the possible conflict:

Narrative: As a longtime resident of Harvard, I am interested in serving on the Bare Hill Pond Watershed Management Committee to help in its goals to preserve this important local resource and help with awareness and community education for environmentally conscious practices within the watershed.

Board(s) / Committee(s): ___BARE HILL POND WATERSHED MGMT. COMMITTEE

OFFICE OF THE
CONSERVATION COMMISSION

13 AYER ROAD HARVARD, MA 01451 978-456-4100 EXT.321 www.harvard.ma.us



July 16, 2020

Alice von Loesecke, Chair
Harvard Select Board
13 Ayer Road
Harvard, MA 01451

RE: Fiscal Year 2021 Conservation Commission Recommendations for
Re-Appointments & Appointments

Dear Ms. von Loesecke,

At the July 16, 2020 meeting of the Harvard Conservation Commission the members discussed what they believe should be the re-appointments of Janet Waldron, Jim Burns and Mark Shaw. The Commission has reviewed Article III Elected and Appointed Town Agencies, of the Harvard Charter, 2018, specifically Section 3-1(e)3 Appointed Agency Positions as it relates to vacancies. With no definition within the Charter for the term vacancy, we turned to Merriam-Webster's definition, which defines vacancy as "a vacant office, post or tenancy" and vacant as "not occupied by an incumbent...". The Commission had previously discussed these re-appointments at their May 21, 2020 meeting, at which point all three members expressed interest in being reappointed to the Commission, at which point the Commission voted unanimously to recommend their re-appointment to the Select Board.

In early June, the Executive Assistant was informed that the Associate Member, Derek Beard, was not seeking re-appointment. After discussing the receipt of three new volunteer forms with the Chair, Don Ritchie, the Land Use Administrator requested, through the Select Board's Executive Assistant, that the Select Board delay this appointment for the Associate Member until such time as the Commission could conduct interviews in-person, as opposed to virtually, thinking that could occur in July. Believing the associate was the only vacancy on the Commission, incumbent members were surprised to learn they would now need to be interviewed along with the new applicants by the Select Board at a special meeting on June 30, 2020. With no recommendation as yet from the Commission on filling the vacant associate member position, the Select Board opted to extend the terms of the incumbents to August 4, 2020, allowing time for the Commission to make a recommendation.

The Commission voted unanimously on July 15, 2020 to make the following recommendation to the Select Board: the reappointment of Janet Waldron, Jim Burns and Mark Shaw, each to a three-year term and the appointment of Eve Wittenberg as the associate member to a one-year term.

For the Commission,

DON RITCHIE

Don Ritchie,
Chair

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: July 21, 2020

Applicant Information:

Name: Mark Morin

Address: 143 Depot Rd., Harvard

Home/Work Phone # [REDACTED]

Mobile Phone# [REDACTED]

Email Address: mmorin143@gmail.com

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

Parks and recreation

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:
5 years as treasurer of the Boy scouts

Do you have any time restrictions? YES NO
Yes, I work full time, not available during the day.

Are you a registered voter? YES NO

Please list your present occupation and employer (you may also attach your résumé or CV)
Service technician, Mark's Equipment Repair

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.

Concerned Harvard resident

Received by Town of Harvard

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

Title:

Page 1 of



Message

Wed, Jul 29, 2020 9:50 AM

From:

steve@swymfit.com
"Dr. Steven E. Victorson" <steve@swymfit.com>

To:

Julie Doucet "Robert O'Shea" <bobandchrisoshea@icloud.com>

Subject:

Hi Julie

Attachments:

Attach0.html / Uploaded File

2K

My commission seat -

With my current workload and family needs, and after just speaking with Bob I would like to resign my seat on the parks and recreation board. I feel that the board needs someone who is able to give more time and energy than I am currently able to offer.

Please let me know if I need to do anything else for the official records.

Steve



BOARD OF HEALTH

13 Ayer Road
Harvard, MA 01451
Phone: 978) 456-4100, ext. 328
Email: boh@harvard.ma.us
Website: www.harvard.ma.us

MEMO

To: Alice Von Loesecke, Chair, Select Board (via e-mail)

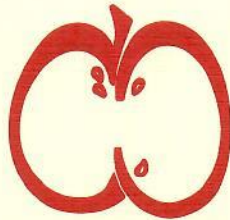
From: Sharon McCarthy, Chair, Board of Health

Date: July 28, 2020

Re: Transfer Station Committee

The Board of Health requests clarification on the duties and composition of the Transfer Station Committee going forward. The original charge of the Select Board to this committee was to “guide any implementation plan” for increasing recycling and reducing the volume of household waste handled by the transfer station. The committee successfully completed the implementation of the SMART program. The BOH requests that the Select Board evaluate the current and future responsibilities of this committee as well as the optimum composition to fulfill those responsibilities. Currently, there is no member of the BOH on that committee. The COVID-19 pandemic has meant greatly increased activities for the BOH thus, we must be cautious regarding committing to further committee responsibilities without clarification of the role of the Transfer Station Committee.

The BOH would welcome the opportunity to discuss this topic when it is on your agenda. The BOH looks forward to hearing from you.



JUL 27 REC'D

Carlson Orchards, Inc.

115 OAK HILL ROAD
P.O. BOX 359
HARVARD, MA 01451

(978) 456-3916
(978) 456-8760 (FAX)
www.carlsonorchards.com

July 27, 2020

The Honorable Board of Selectpersons
13 Ayer Road, Town Hall
Harvard, MA. 01451

Subject: Cider Barn Patio Hours

Carlson Orchards, Inc. would like to ask the select board to consider a change to our patio hours. We are asking that our Friday and Saturday hours of after 6 pm, where we are required to ask everyone to move into the building be changed to allow the patio to remain open until 8 pm. With trying to comply to Covid 19 regulations, and with reduced seating in the building, there is not enough room in the building to accommodate those from the patio area.

This is also in the best interests of our guests as it is safer outside than inside.

We are not asking for any changes to our already granted overall hours of the Cider Barn.

Please consider this request and we thank you for your consideration.

Sincerely,

Franklyn W. Carlson, President
Carlson Orchards, Inc.