



SELECT BOARD

AGENDA

Tuesday, December 21, 2021

7:00pm

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

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Dec 21, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83094092360?pwd=eVpkY3N6ZWg0UEV5M0YyeVZxbysxUT09>

Meeting ID: 830 9409 2360

Passcode: 249392

Find your local number: <https://us02web.zoom.us/j/kcGCg2jkFk>

+1 253 215 8782 US

One tap mobile

+1 301 715 8592 US

+13126266799,,123906012# US (Chicago)

+19294362866,,12390012# US (New York)

Agenda Items

- 1) Introduce Police Officer Tyler Forbes and Police Chief James Babu (7:00)
- 2) Climate Initiative Committee; finalize charge/membership (7:10)
- 3) Capital Planning & Investment Committee recommendations (7:40)
- 4) Ambulance Billing rate adjustment (8:00)
- 5) Approve Minutes 11/9, 11/16 & 12/2 (8:10)
- 6) Public Communication (8:15)
- 7) Staff Report/Updates (8:20)
- 8) Continue discussion on Bromfield House (8:30)
- 9) Action/Discussion items:
 - a) Appoint Sue Tokay to the Commission on Disabilities
 - b) Appoint Jane Biering & Dan Daly to the Revenue Ideation Committee
 - c) Finalize conditions for the Bowling Alley and issue license
 - d) Discuss Code of Conduct
 - e) Act on annual licenses
 - f) State grant appropriations versus Select Board appropriation
 - g) Fire Chief's request for use of burning permit funds for next phase of fire station study
- 11) Select Board Reports

Next Regular Select Board Meeting

Tuesday, January 4, 2021

7:00pm

All times are approximate besides scheduled public hearings.

Harvard Climate Initiative Committee

In accordance with the Climate Resolution (Article 18 of the October 16, 2021 Town Meeting), submitted by the Climate Resiliency Working Group and the Energy Advisory Committee and passed by Town Meeting, the Select Board endorses the need to address climate issues and takes the following action to start that process. The Harvard Select Board, in an effort to establish the means by which this resolution will be achieved hereby creates the Harvard Climate Initiative Committee (HCIC) and affirms that this group will be responsible for the following:

- Creating a baseline, to be approved by the Select Board, by which the Town can track its actions and determine where it needs to do additional work;
- Assist the Board and Town in developing a Climate Action Plan that will help guide the Town in assisting the Commonwealth of Massachusetts in meeting greenhouse gas emissions goals by 2050;
- Develop an environmental assessment process, with input from Departments, Boards, and Committees, to be discussed and approved by the Select Board, for Departments, Boards, and Committees to use in evaluating and mitigating the potential negative impacts of climate change associated with purchases, public projects, planning processes, and policies;
- Work with Departments, Boards, and Committees to recommend changes to Town practices, policies, and procedures in order to mitigate and/or adapt to the impacts of climate change;
- Provide guidance for entities seeking input on climate initiatives they wish to undertake.
- Identify private, State, and Federal funding sources that could be used to support proposed climate initiatives programs;
- Provide a means through which the Town can coordinate the work of Town boards, committees, commissions, and other entities to plan and respond to climate change issues
- Provide semi-annual updates to the Select Board on the Committee's activities to accomplish the climate goals and initiatives;
- Annually evaluate the success of this initiative and make recommendations for needed changes.

Mission Statement:

To advise all town boards, departments and institutions on a full range of ways to reduce their impact on climate change, to adapt to the effects of climate change and to improve processes through which the Town can act in meaningful ways to achieve its climate goals. The committee will focus its efforts on a wide range of climate initiatives that will have an impact on built environment, vehicles, equipment, land use, and natural resources.

The Committee:

The HCIC will consist of nine members who are appointed initially to 3-year, 2-year, and 1-year staggered terms and then appointed to three- year terms after the initial appointment. There will be 2 additional Associate Members who will be appointed to 1-year terms annually. The associate members may participate in meeting discussions but will not have voting rights unless they are needed to make a quorum.

Harvard MVP Program Activities

Winter 2021

Community Resilience Working Group (CRWG) Members

Ellen Sachs Leicher, Acting Chair, Energy Advisory Committee

Jefferson Burson, Planning Board

Sharon McCarthy, Board of Health

Adam Meier, Harvard Conservation Trust

Patricia Natoli, Public Safety

Deborah O'Rourke, Citizen

Christiane Turnheim, Agriculture Advisory Commission

Janet Waldron, Conservation Commission

Lucy Wallace, Citizen

History of MVP in Harvard

- 2018: Established MVP Subcommittee; Received MVP Prioritization Grant
- 2019: Completed Prioritization Plan with Harriman Associates; Received state certification; MVP Subcommittee dissolved
- 2019: Created Community Resilience Working Group (Planning Board subcommittee) to continue MVP work; Applied for MVP Action Grant for Climate Action Plan
- 2020: Received reduced MVP Action Grant; Completed Agricultural Climate Action Plan. Resources and outline for a full Climate Action from Kim Lundgren Associates; Applied for regional MVP Action Grant with Bolton and Devens for Nature-based Climate Solutions project with BSC Group team
- Organized three (3) action teams to work on current projects, including:
 - Plan Development
 - Outreach and Communications Team
 - Apple Country Team

Accomplishments

- 2019 Harvard MVP Prioritization Plan
- 2019 Harvard MVP Agricultural Prioritization Plan
- 2020 Harvard Agricultural Climate Action Plan
- 2020 Climate Action Plan Resources
 - Climate Action Plan Meeting in a Box Tools for Outreach
 - Climate Action Plan Outline
 - Town survey of residents' climate concerns and interest
 - Climate Action Plan General Branding and Logo
 - Climate Action Plan Agricultural Branding, Logo, Website, Brochure, Map
- 2021 Participation in Apple Country Nature Based Solutions project with Bolton and Devens completed in June 2021
- 2021 Created Climate Action Plan framework and shared at public meeting
- 2021 Launched website/Instagram: Harvard Climate Initiative
- 2021 Launched Harvard Energize – Actions for households to take to mitigate climate impact
- 2021 Actively working with Bromfield Green Team on launching HarvardEnergize, re-planting Bromfield entrance to remove invasive species and showcase native based solutions, re-instituting composting of school food
- 2021 Successfully passed Climate Action Resolution at Special Town Meeting

Future Actions

- Approve committee to carry forward the town resolution adding HEAC members
- Draft a Climate Action Plan for local review, adoption and implementation
- Develop comprehensive communications and outreach strategy to educate the public and garner support for implementing the Climate Action plan
- Continue to develop an environmental review form for municipal projects and actions

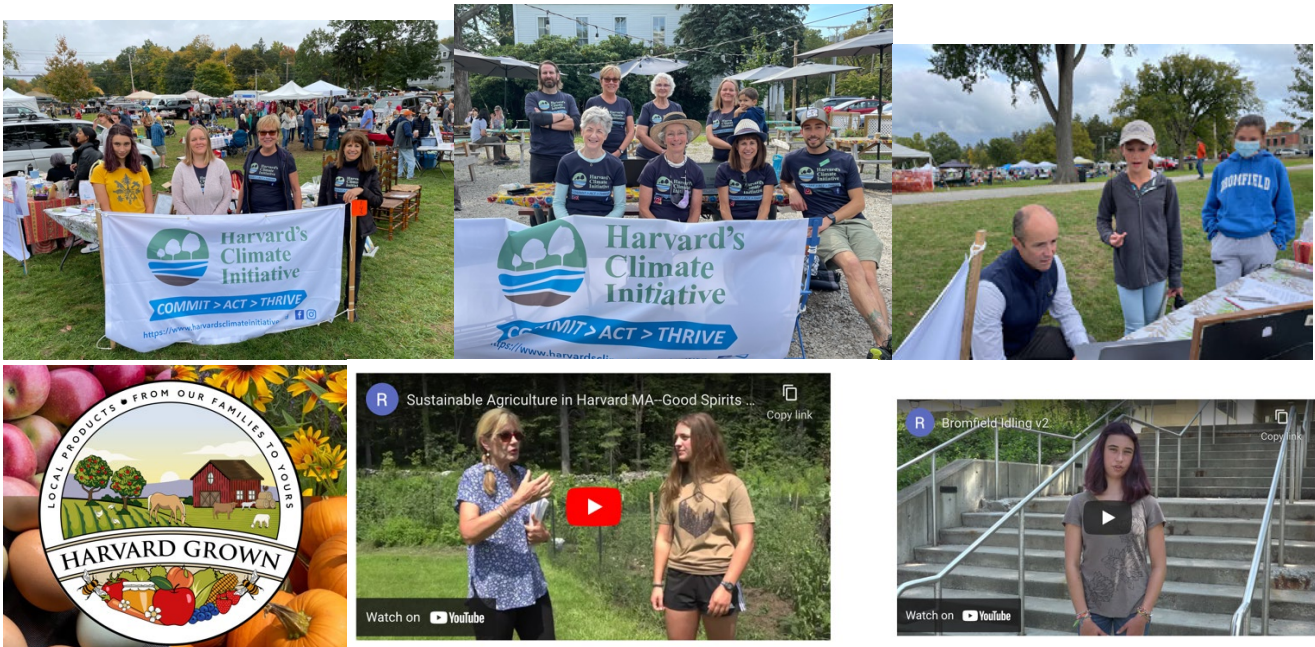
HARVARD MVP PROGRAM ACTIVITIES

Winter 2021

Resources for Further Information

- Current CRWG Website: <https://www.harvard.ma.us/community-resiliency-working-group-0>
- Current Apple Country Project Website: <https://climateresilient.wixsite.com/applecountry>
- Original MVP Website: <https://www.harvard.ma.us/energy-advisory-committee/municipal-vulnerability-preparedness-sub-committee>
- Harvard Climate Initiative website and Harvard Energize: <https://www.harvardsclimateinitiative.org/>

Pictures from some CRWG events and website:



From: Jason Cotting <jcotting@harvardems.org>
Sent: Wednesday, December 15, 2021 11:03 AM
To: Marie Sobalvarro <msobalvarro@harvard-ma.gov>
Cc: Tim Bragan <tbragan@harvard-ma.gov>; Jared Mullane <jmullane@harvard-ma.gov>; Will Stevenson <wstevenson@harvardems.org>
Subject: HAS proposed rates

Marie,

Please find attached a proposed rate sheet for 2022, along with a chart showing the current rates and applicable 2022 Medicare rates. All items for which there is a corresponding Medicare rate have been set at 220% of Medicare, with the exception of mileage. This remains at \$27/mile, which is significantly higher than 220% of Medicare. I believe this rate was set in 2011 by surveying other area services and choosing a midpoint. Most of the rates increased by about 13.2%, so I increased our rates for add-on items (oxygen, airway management, et cetera) by that percentage. Medicare does not set rates for those items. Please let me know if you have any questions.

-Jason

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Jason Cotting, NREMT
Director
Harvard Ambulance Service

HARVARD AMBULANCE SERVICE

40 Ayer Road
Harvard, MA
01451

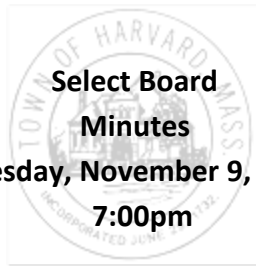
**Harvard Ambulance Service Billing Rates**

Effective 1/1/2022

BLS Non-emergency	\$685.92
BLS Emergency	\$914.54
ALS Non-emergency	\$685.92
ALS Emergency	\$1,086.03
ALS-2 Base Rate	\$1,571.88
Specialty Care	\$1,857.68
Mileage (per mile)	\$27.00
Oxygen	\$67.95
Airway	\$158.55
IV Therapy	\$158.55
Defibrillation	\$158.55

HAS rate change chart

	2011 HAS Rates	2022 Medicare Rates	2022 HAS proposed
BLS Non-emergency	\$504.72	\$311.78	\$685.92
BLS Emergency	\$807.54	\$415.70	\$914.54
ALS Non-emergency	\$605.66	\$311.78	\$685.92
ALS Emergency	\$958.96	\$493.65	\$1,086.03
ALS-2 Base Rate	\$1,387.96	\$714.49	\$1,571.88
Specialty Care	\$1,640.32	\$844.40	\$1,857.68
Mileage (per mile)	\$27.00	\$8.02	\$27.00
Oxygen	\$60.00	n/a	\$67.95
Airway	\$140.00	n/a	\$158.55
IV Therapy	\$140.00	n/a	\$158.55
Defibrillation	\$140.00	n/a	\$158.55



**Select Board
Minutes**

Tuesday, November 9, 2021

7:00pm

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

Select Board members present:

Rich Maiore, Alice von Loesecke, Kara Minar, Erin McBee

Rich Maiore was absent.

Town Department attendees:

Town Administrator Tim Bragan and Assistant Town Administrator/HR Director Marie Sobalvarro

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

The Select Board entered into executive session with the School Committee to discuss strategy with respect to collective bargaining.

The Select Board reconvened into open session at 8:30pm. Alice von Loesecke exited the meeting at this time.

Police Chief Interview Committee

Tim Bragan reported the qualities and characteristics decided upon for the Police Chief position have been finalized. The twenty applications have been reviewed with six applicants chosen for initial interviews. The expectation is to bring three or four forward to the Select Board for final interviews. Next, the Select Board needs to constitute the interview committee. Stu Sklar presented himself, Assistant Town Administrator/HR Director Marie Sobalvarro, Superintendent Linda Dwight, Fire Chief Rick Sicard and Sarah Saleh, resident and representative of Arm & Arm to serve on this committee. All were in agreement.

By a roll call vote, McBee – aye, Minar -aye, Sklar – aye, the board voted unanimously to whittle the list down to a final four for interview at a later meeting.

The meeting was adjourned at 8:50pm.



Select Board Minutes
Tuesday, November 16, 2021
7:00pm

The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

Select Board participants:

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

Town Department attendees:

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

Additional participants:

David Maxson from Isotrope, Dylan Peacock from Historic New England, IAC member Mary Zadroga, CRWG Chair Ellen Leicher, HEAC member Paul Green

Presentation on the current state of wireless service from Isotrope LLC

David Maxson from Isotrope explained their task was to evaluate wireless coverage in town. They conducted a town wide drive test of existing coverage of the major carriers and prepared coverage predictions based on the information available about each carrier's facilities in and around the town. Maxson reviewed their findings outlined on the coverage maps for AT&T, T-Mobile and Verizon. Their report includes general observations along with coverage assessments of the current sites; Bolton Rd, Stow Rd, Hildreth parcel and summit of Bolton Rd. They learned the Hildreth House parcel would be a high-value location for a new wireless facility that would greatly improve coverage at Bare Hill Pond. The water tower site on Bolton Road is a less effective candidate for wireless facilities. The best location on Bolton Road for a tower is at the summit of the hill, which is all private property. The board members were thankful for the information provided in the report and will discuss their options in more detail at a subsequent meeting.

Public Communication

Wade Holtzman, Bolton Rd, offered use of his property for a speed sign and asked about speed bumps.

Minutes

By a roll call vote, Minar – aye, von Loesecke – aye, McBee – aye, Maiore – aye, the board voted to approve minutes of 11/2, presented. Stu Sklar abstained because he was not in attendance at the meeting.

Historic preservation of the Houghton House - 204 West Bare Hill Road

Dylan Peacock from Historic New England explained this preservation restriction agreement protects the historic features of the home in an effort to maintain its historic character. He commented on the hard work done by owner Karla Pearlstein to get the property in order for this designation. By a roll call vote, von Loesecke – aye, Minar – aye, Maiore – aye, McBee – aye, Sklar – aye, the board voted unanimously to accept the preservation restriction agreement as submitted for the property at 204 West Bare Hill

Road, Harvard, MA.

Act on 2020 Re-Precincting

Tim Bragan reported Town Clerk Marlene Kenney worked with the state to exempt the federal prison population allowing the town of Harvard to remain a single precinct.

Stu Sklar read aloud the motion to be voted on by the Select Board:

The Harvard Select Board vote to remain a single precinct. On June 2, 2011, Governor Patrick signed Chapter 42 of the Acts of 2011, which allows the Town of Harvard to exempt the prisoner population when establishing voting precincts. A copy of the Act is attached for reference. Accordingly, based on the Town's population as determined by the 2020 United States Census, minus the prisoner population, the Town qualifies to remain one precinct. I also move that the Select Board vote to accept, as presented by the Town Clerk, the 2020 Re-Precincting Plan for the Town of Harvard, including the map, legal description, and block listings presented. I further move that we sign the vote of adoption that will notify the Local Elections District Review Commission of our actions. By a roll call vote, von Loesecke – aye, Minar – aye, Maiore -aye, McBee – aye, Sklar – aye, the board voted unanimously in favor of the motion.

Recommendation from the Insurance Advisory Committee (IAC)

IAC member Mary Zadroga explained although their task was similar to last year with the announcement that Fallon Community Health Plan will no longer offer commercial products their recommendation is different. In addition, she noted this year MIIA (Massachusetts Interlocal Insurance Association) included a dental rider along with an increase in their wellness reimbursement amount. She estimated the IAC met four times and were given ample time to ask questions and seek feedback from those the members were representing. She noted last year many participants were reluctant to give up Fallon by moving to MIIA however this year that is not an issue and MIIA is offering a very comparable Blue Cross Blue Shield option that Minuteman Nashoba Health Group (MNHG) has not been able to do as of yet. By a roll call vote, McBee – aye, Maiore – aye, von Loesecke – aye, Minar – aye, Sklar – aye, the board voted unanimously to accept the recommendation of the IAC and move from Minuteman Nashoba Health Group (MNHG) to MIIA (Massachusetts Interlocal Insurance Association).

Confirmatory Order of Taking by Eminent Domain

Unit 2 – Lancaster County Place Condominium

Tim Bragan informed the board this is a method used by communities to clear the property of any title issues that may arise. By a roll call vote, Minar – aye. Von Loesecke – aye, Maiore – aye, McBee – aye, Sklar – aye, the board voted unanimously to approve the Confirmatory Order of Taking by Eminent Domain for senior center purchase and authorize Town Administrator to sign documents related to the acquisition of the Unit on behalf of the Town.

Staff Report & Updates (Attachment A)

Bowling Alley Liquor License Conditions

The Alcoholic Beverages Control Commission (ABCC) has approved the general on-premise wine/malt license for the bowling alley. Stu Sklar spoke with owner Scott Patterson who is interested in opening in January. The board discussed conditions for the license. They discussed hours of operation/serving hours, TIPS certification requirements and other town department requirements prior to opening. Executive Assistant Julie Doucet will prepare a draft for consideration at the December 7th meeting.

Climate resolution implementation proposal

Climate Resiliency Working Group Chair Ellen Leicher and Energy Advisory Committee (HEAC) member Paul Green came to discuss their recommendations for next steps now that the town voted in favor of the Climate Resolution. Leicher reported the Planning Board was supportive of these possible next steps.

The CRWG has outlined the following items for consideration. The Select Board members offered comments/questions on each item.

- 1) CRWG be raised to a standing committee appointed by the Select Board; Harvard Climate Initiative Committee (HCIC), and add two HEAC members to the Committee
 - a) Rich Maiore and Stu Sklar questioned the large size of the committee being proposed. Leicher is confident in the commitment of the current volunteers.
- 2) A HEAC member and HCIC member be added to Permanent Building Committee (PBC)
 - a) SB member Erin McBee is liaison to the PBC. She will speak with them about adding a member from HEAC or CRWG.
 - b) Maiore and Sklar thought meeting with them either at their meeting or at an SB meeting is the right approach. An invitation will be extended.
 - c) They were both under the impression guidelines would be prepared for committees/boards/commissions to follow not that HEAC or CRWG members would sit on every committee/board/commission. Leicher said they mainly were focused on PBC.
 - d) Tim Bragan noted PBC member Guy Herman is an energy design expert.
 - e) Alice von Loesecke noted how helpful HEAC member David Fay was on the School Building Committee mainly by vetting the various options to help determine what approach was best for Harvard.
 - f) SB member Kara Minar serves as liaison to HEAC. She is extremely impressed with their level of expertise and success with being awarded grant funds. She said their value on PBC could be in understanding potential grant opportunities.
- 3) Improve environmental assessment form/process
 - a) Leicher said the current environmental assessment form/process needs improvement and should be mandatory not voluntary.
- 4) Involvement with environmental goals from town staff/administration
 - a) Leicher reported the CRWG discussed the importance of beginning energy conversations with town administration/staff.
- 5) Staff support
 - a) Leicher mentioned the CRWG has no budget or staff. Community Economic Development Director Chris Ryan is available but cannot provide the support they need.

Stu Sklar thanked Ellen Leicher and Paul Green for starting this discussion. He will add this topic for further discussion at the December 7th meeting. Green acknowledged this is the beginning of a massive undertaking and all decisions do not need to be made now. They also realize there will be financial limitations. He envisions this as an evolving process that should be revisited to determine if the structure is working. The CRWG members welcome feedback and expertise from town residents and staff.

Cost of living (COLA) for merit-based employees (non-union)

Erin McBee reported the Personnel Board recently voted on the COLA adjustment for the coming fiscal year. The committee has a policy that they use the Consumer Price Index which is 5.4%. HR Director

Marie Sobalvarro indicated this practice began when the compensation and classification study was done in 2018. She explained this COLA percentage affects non-union personnel. Alice von Loesecke suggested the Personnel Board consider using an average and the regional CPI which better reflects what is happening in New England. By a roll call vote, von Loesecke – aye, Minar – aye, McBee – aye, Maiore – aye, Sklar – aye, the board voted unanimously to approve the COLA increase for merit-based employees.

Discuss process to add roadways for speed limits/update on thickly settled road criteria

Tim Bragan spoke with resident Peter Dorward who has offered to assist with identifying intersecting roadways. Bragan will have an update at the next meeting. In addition, he reported Acting Police Chief James Babu will utilize more mobile speed signs and move the current signs that should be pole mounted to permanent locations. take what they have which should be pole mounted put them in permanent locations.

Select Board Reports

Alice von Loesecke spoke about the HES dedication ceremony held on Sunday. She said it was a wonderful opportunity to recognize all the volunteer and staff hours it took to complete this project.

Kara Minar reported the Transportation Advisory Committee is holding a public meeting tomorrow night on their planning processes.

Erin McBee reported the Personnel Board is rating positions submitted by the Planning Board and Board of Health.

Alice von Loesecke and Erin McBee are working on their goal to review the Select Board policies and procedures.

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

By a roll call vote, Wallace –aye, Maiore – aye, Sklar – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to enter into executive session at 9:30pm as per MGL 30A Sec. 21.3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigating position. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 9:45pm.

Documents referenced:

Isotope Report – dated 11.1.2021
Preservation Restriction Agreement – 11.16.2021
Re-precincting information – dated 11.16.2021
IAC recommendation – dated 11.4.2021
Order of taking – dated 11.4.2021
Climate resolution next steps – dated 11.16.2021



Select Board Minutes
Thursday, December 2, 2021
9:00am

The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

Select Board participants:

Stu Sklar, Rich Maiore, Kara Minar, Erin McBee

Alice von Loesecke was not present

Town Department attendees:

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

Emergency Meeting to call a Special Town Meeting to be held on the 17th of December at 10AM

Chair Stu Sklar called the meeting to order. He said the emergency meeting of the Harvard Select Board is being held with less than 48 hours' notice in conformance with the Open Meeting Law as a delay in holding this meeting will not allow enough time for the Town to hold a special town meeting which would prevent the Town from correcting a financial error and prevent it from executing its fiduciary duty in preparing, mailing bills which would harm the financial position of the Town.

Town Administrator Tim Bragan explained the budget approved in May contained \$914,332 more than what was needed in the raise and appropriate line item. This figure was not backed out of the total appropriation as it should have been.

To rectify this vote and in order for the State to approve our tax rate allowing the town to issue tax bills in a timely fashion the town must hold a Special Town Meeting (STM). We currently stand at an appropriation level that is above our levy limit because of the \$914,000 and as such the Dept. of Revenue (DOR) cannot approve our paperwork necessary to set the tax rate. Bragan said this came to light when Finance Director Jared Mullane was working with the Assessors and the DOR. Action necessary at a STM will be to amend article 3 of the warrant from the first session of the 2021 ATM held on May 15, 2021 by reducing the total amount previously appropriated \$33,982,197 by \$914,332 and approving a new raise and appropriate sum of \$29,796,930,

Bragan will work with Town Counsel to draft the STM warrant which will include another article to ratify and confirm all votes taken on the articles in the warrant for the second session of the 2021 Annual Town Meeting held on October 16, 2021. He explained the town's bond counsel requested this action.

Bragan advised calling the STM to clear up these items as the best course of action to take. The Select Board members agreed to hold the STM on Friday, December 17th, 2021 at 10am in the Town Hall Meeting Room.

By a roll call vote, Minar – aye, McBee- aye, Maiore – aye, Sklar – aye, the board voted unanimously to schedule a Special Town Meeting for December 17, 2021 at 10am to address budget issues and to approve the STM warrant.

The meeting was adjourned at 9:20am.



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

Date Submitted: December 1, 2021

Name: Susan A Tokay

Home Address: 16 Withington Lane
Harvard

Mailing Address: 16 Withington Lane
Harvard

Phone Number(s):

[REDACTED]
- Unspecified

Email Address: suetokay@charter.net

Current Occupation/Employer: Retired June 2021

Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)? Yes

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

Monty Tech School Committee 2008-2011

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:

No

Narrative: I had a disabled brother who passed away this year. My son had an IEP throughout his primary and secondary school years. I was the chair of the Special Education Parent Advisory Committee in Harvard for 6 years. I worked as an educator in the field of special education for about 15 years.

Board(s) / Committee(s): ___ COMMISSION ON DISABILITIES



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

Date Submitted: February 11, 2020 revised 11.18.2021

Name: Jane E Biering

Home Address: 82 Littleton County Road
Harvard, MA 01451

Mailing Address: 82 Littleton County Road
Harvard, MA 01451

Phone Number(s): [REDACTED]

Email Address: janebiering@charter.net

Current Occupation/Employer: Retired

Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)? Yes

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

While NOT an official member, I volunteered with the Transfer Station Committee from Dec, 2018, through the launch of the SMART program, and until September, 2019.
Revenue Ideation Committee

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 you'll have noted from my resume, I retired quite some time ago, when the balancing act of a demanding job and a family had become too much. Now an empty nester, I am able to commit a reasonable amount of time to outside activities such as the Planning Board. Starting in late 2018, I volunteered with the Transfer Station Committee in the run-up to the kick-off of the SMART program, happy to do whatever needed to be done. I very much enjoyed working with Tom Philippou, Libby Levison, Tim Killhart, and Stu Sklar on that project, and it inspired me to become more involved with Town activities in a way that I haven't in all the time I've lived here.

As to my qualifications and experience that may be applicable specifically to the work of the Planning Board, I will suggest these:

- 1) I've overseen the opening of a number of large distribution facilities and call centers across the US and Canada. This, of course, involved overseeing leases and contracts as well as building out the facilities to fit our needs and installing systems and equipment.
- 2) I've managed groups of associates of up to 3000. In overseeing these departments, I've had to coordinate activities with other departments, often in situations where the groups had conflicting needs. This experience may be relevant to the Planning Board and its need to work with other boards and commissions.



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

3) I spent a summer while in business school, working for real estate developer Rouse & Associates in Philadelphia. I was the project manager for the renovation of a 55,000 square foot textile mill into loft condominiums. My initial task was to figure out how to create affordable housing units in the building without relying on government grants. (The answer, by the way, was to create mixed-income units, a relatively novel idea at the time.) I assembled and managed a development team of architectural, general construction, and marketing firms and obtained preliminary commitments for construction and mortgage financing.

4) Finally, I've always been interested in real estate development and in the way development decisions can foster (or hamper) a feeling of community and the creation of more livable public spaces.

Thank you for your consideration.

Board(s) / Committee(s): PLANNING BOARD Transfer Station Committee Revenue Ideation Committee

JANE BIERING

Experience

Senior executive with background in operations, strategy, process improvement, and systems and operational integration of acquired companies. Extensive experience in fast-paced environments of high-growth, multi-channel, and market-leading companies. Very effective interpersonal skills. Proven results in reducing costs and improving service by building interdepartmental groups of front-line associates and managers to unearth and resolve root causes of problems.

STAPLES, INC.

FRAMINGHAM, MA

1990 - 2004

Held multiple senior-level positions at the office supply retailer during the heyday of its tremendous growth. Staples was a fledgling bricks-and-mortar chain with 50 stores in New England and California when I joined. By the time I retired, it had become a \$14B international business with 1400-store retail division and a delivery division that represented almost 50% of sales. My roles and responsibilities grew with the company and included:

Senior Vice President, Distribution and Transportation, Contract and Commercial Division

Senior Vice President, Logistics Integration, Contract and Commercial Division

Senior Vice President, Operations, Catalog Division

Vice President, Call Centers

BAIN & COMPANY

BOSTON, MA

1986 - 1990

Consultant at international management consulting firm performing strategic analysis and implementation work for Fortune 500 clients.

Education

Harvard Graduate School of Business Administration

Master of Business Administration degree, 1986

Yale University

Bachelor of Arts degree, *magna cum laude*, in Economics and Political Science, 1979

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 Updated Dec 2021

Applicant Information:

Name: Dan Daly

Address: 15 Littleton

Home/Work Phone # [REDACTED]

Mobile Phone# [REDACTED]

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 Revenue Ideation 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:

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

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; 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

**FINDINGS AND CONDITIONS RE:
204 Ayer Road LLC – Owner Scott Patterson
Wine & Malt General On-Premise Liquor License**

Findings

1. There is a public need in the Town to maintain the bowling alley business at which wine and malt may be purchased and consumed on premise.
2. The issuance of an on-premise wine and malt beverage license will allow the consumption of wine and malt beverages to be exercised at 204 Ayer Road, Harvard, Massachusetts, subject to the conditions and limitations set forth below, will protect the common good.

Conditions

1. The licensed premise is the entire 10,000 sq ft one story building.
2. Wine and malt beverages may be served between the hours of 12 P.M. and 9:30pm, Monday through Sunday.
3. All employees serving wine and malt beverages shall be 18 years or older and TIPS (Training and Intervention Procedures for Servers of Alcohol) certified. Pursuant to the licensee's policy, employees under 21 years who are serving wine and malt beverages shall be directly supervised by a manager, assistant manager or store clerk who is at least 21 years old.
4. A Fire Safety Certificate issued by the Fire Chief prior to wine and malt beverages being served.
5. Alcoholic beverages may not be sold and the license shall not be issued until written evidence has been received from the Board of Health and Building Inspector-Zoning Enforcement Officer that all requirements have been met.

<u>ANNUAL LICENSE RENEWALS</u>			
License #	Name	Address	Type of License
IH01/22	Mary Vesenska Turner	247 Littleton County Road	Common Victualler
CV01/22	Friendly Crossways	Harvard, MA 01451	Boarding House (Innholder)
CV02/22	The Fruitlands Restaurant	285 Ayer Road	Common Victualler
	Sorrento's Brick Oven Pizzeria	Harvard, MA 01451	w/ carry in (beer & wine)
	Mohammed Basal		
CV03/22	Fruitlands Museum	102 Prospect Hill Road	Common Victualler
EL01/22	Manger:	Harvard, MA 01451	Entertainment License w/ carry in **Remember conditions**
CV04/22	Courtney Donuts, LLC	188 Ayer Road	Common Victualler
	Dunkin Donuts - Frank Catalano	Harvard, MA 01451	**Remember conditions**
CV05/22	Karen Green	90 Oak Hill Road	Common Victualler
	Westward Orchards	Harvard, MA 01451	w/ carry in (beer & wine)
			178 Mass Ave on license
CV06/22	Shaker Hills Country Club	146 Shaker Road	Common Victualler
	Andrew Jordan, Manager	Harvard, MA 01451	**Remember conditions**
CV07/22	General Store	1 Still River Road	Common Victualler
EL02/22	Scott Hayward	Harvard, MA 01451	Entertainment License **Remember conditions**
CV08/22	Siam Pepper	325 Ayer Road	Common Victualler
	Nick Kanti	Harvard, MA 01451	**Remember conditions**
CV09/22	Carlson Orchards Inc.	115 Oak Hill Road	Common Victualler
	Franklyn Carlson	Harvard, MA 01451	**Remember conditions**
EL03/22	Fivesparks	7 Fairbank Street	Entertainment License w/carry - in
	Willie Wickman	Harvard, MA 01451	
UC01/22	Harvard Outdoor Power Equip.	289 Ayer Road	Class II Used Car Dealer
	Stephen Walz	Harvard, MA 01451	**Remember bond info**
UC02/22	Stephen Dodge	105 Ayer Road	Class II Used Car Dealer
	Mill Road Tire & Auto, LLC	Harvard, MA 01451	**Remember bond info**
<u>LIQUOR LICENSES</u>			
<u>ON-PREMISE</u>			
	Fruitlands Museum	102 Prospect Hill Road	All - alcohol
	Siam Pepper	325 Ayer Road	Wine & Malt
	The Harvard General Store	1 Still River Road	Wine & Malt
	Shaker Hills Country Club	146 Shaker Road	All - alcohol
	Carlson Orchards	115 Oak Hill Road	Farmer Series Pouring Permit
<u>OFF-PREMISE</u>			
	The Grapevine	285 Ayer Road	Wine & Malt
	The Harvard General Store	1 Still River Road	All - alcohol

Notes:

Fruitlands Museum - change of manager in process

Grapevine - change of ownership and category to all alcohol in process