



Posted 12.1.2022 at 4:00pm by JAD

**SELECT BOARD
AGENDA
Tuesday, December 6, 2022
7:00pm**

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

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.

THVolGovt Pro is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Dec 6, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89234016646?pwd=RzhuSDh2a1UyVWgyc283YlprTjVtdz09>

Meeting ID: 892 3401 6646

Passcode: 131424

Find your local number: <https://us02web.zoom.us/j/89234016646?pwd=RzhuSDh2a1UyVWgyc283YlprTjVtdz09>

+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) Call meeting to order – Chair Rich Maiore
- 2) Tax Classification Hearing (7:00)
- 3) Introductions: Building Dept/Land Use Admin Brie Jones & Assistant Town Clerk Andrew Sammarco (7:10)
- 4) Open Space Committee update (7:20)
- 5) Act on Climate Action Plan and review of implementation (7:30)
- 6) Public Communication (7:50)
- 7) Approve minutes 11/15 (7:55)
- 8) Staff Report/Updates (8:00)
- 9) Action/Discussion: (8:05)
 - a) Review and discuss overlay district language
 - b) Act on out of state travel request for the Police Chief
 - c) Update on Devens Transition Center
- 10) Select Board Reports
- 11) **Executive Session:** per MGL Ch. 30A, s. 21(a)3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Select Board will reconvene into open session only to adjourn.

*Next Regular Select Board Meeting
Tuesday, December 20, 2022
7:00pm*



Fiscal Year 2023
Tax Classification Hearing

December 6, 2022

Harvard Town Assessor

David Manzello – Town Assessor

Harald M. Scheid – Regional Assessor
Michael J. Saltsman – Associate Regional Assessor
Carol Dearborn- Assistant Assessor

Introduction

Prior to the mailing of 3rd quarter tax billings, the Select Board holds a public hearing to determine the percentage of the Town's property tax levy to be borne by each major property class. The responsibility and procedures are described in Chapter 40, Section 56 of the Massachusetts General Laws. The steps in completing the Classification Hearing are outlined below. Also provided is information about the levy, property assessments, and recommendations made by the Town Assessor.

Steps in Setting Tax Rates

Pre-classification Hearing Steps

- Step 1: Determination of the property tax levy (Budget Process)
- Step 2: Determine assessed valuations (Assessor)
- Step 3: Tabulate assessed valuations by class (Assessor)

Classification Hearing Steps

- Step 4: Classification hearing presentation (Assessor & Select Board)
- Step 5: Determine tax shift options (Select Board)
- Step 6: Voting a tax shift factor (Select Board)

Post Classification Hearing Steps

- Step 7: Sign the LA-5 Classification Form (Select Board)
- Step 8: Send annual recap to DOR for tax rate approval (Assessor)
- Step 9: Obtain DOR approval of tax rates (DOR)

Terminology

The following are definitions of the terms frequently used in the discussion of tax rates.

Levy: The tax levy (or levy) is the amount of property taxes to be raised. The levy amount is determined by the budget. The total amount of the approved budget less revenues from other sources like motor vehicle excise, municipal fees, and state aid is the amount to be raised from taxation. In Harvard, the levy to be raised is estimated to be \$26,375,244. This represents a 5.53% increase over last year's levy of \$24,993,047

Levy Ceiling: The levy ceiling is 2 ½ percent of the full value of the Town. Based on the Harvard aggregate valuation of \$1,589,094,617, the town cannot levy taxes in excess of \$39,727,365

New Growth Revenue: Property taxes derived from newly taxable properties like new construction additions, renovations, subdivisions, and personal property. The Assessors have tabulated new growth revenues of \$229,760

Levy Limit: Also referred to as the "maximum allowable levy", this is calculated by adding 2½ percent of the previous year's levy limit plus new growth revenue for the present fiscal year and any excluded debt payments to last year's levy limit. Exceeding the levy limit requires an override of Proposition 2½. For Fiscal Year 2023, there are no such overrides. The maximum allowable levy for Fiscal Year 2023 is \$26,414,027

Excess Levy Capacity: Excess levy capacity is the difference between the actual levy and the levy limit.

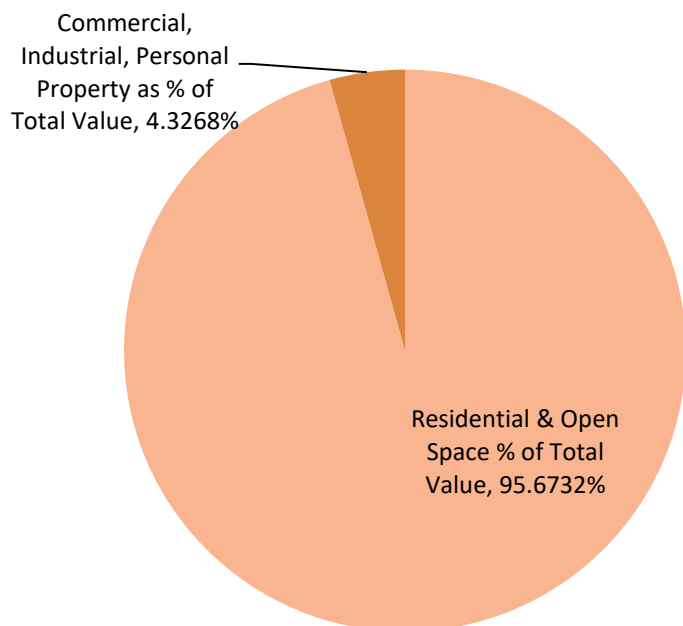
The Fiscal Year 2023 Levy Limit and Amount to be Raised

The following is a calculation of Harvard's levy limit for fiscal year 2023.

Fiscal Year 2022 Levy Limit	22,301,670
Levy Increase Allowed Under Prop. 2 ½	557,542
New Growth Revenue	229,760
Fiscal Year 2023 Overrides	0
Excluded Debt To Pay Bonds	3,325,055
Capital Expenditure Exclusions	0
Fiscal Year 2023 Levy Limit	23,088,972
Levy Ceiling	39,727,365
Maximum Allowable Levy	26,414,027
Levy to Be Raised	26,375,244
Excess Levy Capacity	38,783

Valuations by Class Before Tax Shift

<u>Major Property Class</u>	<u>Value</u>	<u>Percent</u>	<u>Res vs. CIP%</u>
Residential	\$1,520,337,340	95.6732%	95.6732%
Commercial	\$45,276,940	2.8492%	
Industrial	\$2,316,200	0.1458%	4.3268%
Personal Property	\$21,164,137	1.3318%	
Total	\$1,589,094,617	100.0000%	100%



Summary of Assessments (LA4)

The Quinquennial Revaluation requires the verification, analysis, and use of arms-length sales from calendar year 2021 for the residential class. Sales from calendar years 2020 and 2021 were used to value all other property classes, including the condominium, apartment, vacant land, commercial, and industrial classes. Market trends may indicate that different property types may change in value more or less than other property types.

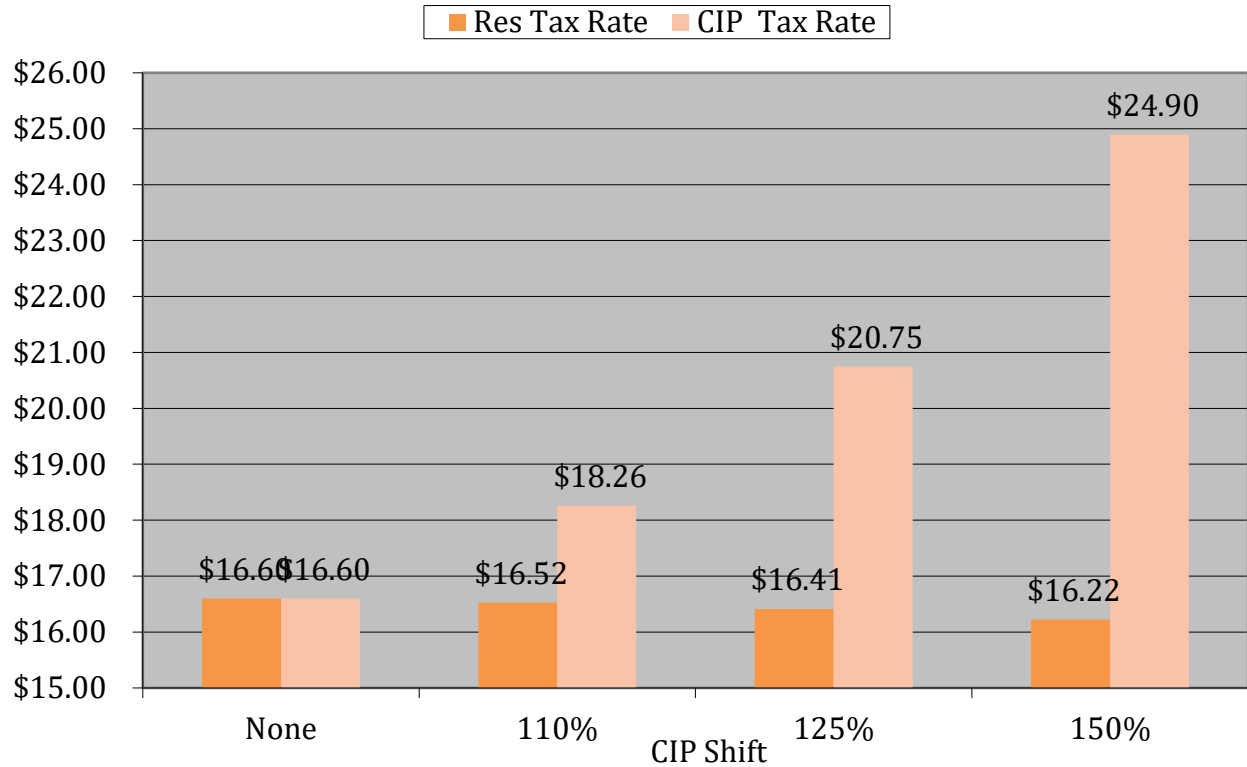
<u>Class</u>	<u>Count</u>	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Personal Property</u>
101 Single Family	1,708	1,321,000,080	0	0	0
102 Condominiums	177	63,662,400	0	0	0
103,109 Misc. Res.	25	25,167,100	0	0	0
104 Two Family	17	13,419,500	0	0	0
105 Three Family	2	1,121,300	0	0	0
111-125 Apartments	4	6,177,200	0	0	0
130's +106 Vacant Land	220	15,575,400	0	0	0
300-393 Commercial	47	0	37,403,700	0	0
400-452 Industrial	11	0	0	2,241,500	0
600's Forestry	51	0	77,000	0	0
700's Agricultural	75	0	837,200	0	0
800's Recreation	30	0	2,248,200	0	0
012-043 Mixed Use	9	74,214,360	4,710,840	74,700	0
500-508 Personal Prop.	61	0	0	0	21,164,137
Total By Class	2,437	1,520,337,340	45,276,940	2,316,200	21,164,137
Total Taxable Properties					1,589,094,617
Total Tax Exempt Properties	303				193,773,500

Means Tested Senior Exemption

Harvard will be once again implementing its Means Tested Senior Tax Exemption applicable to certain long term residents who qualify for the Massachusetts Circuit Breaker Income Tax Credit, unless the program is extended by a vote at Town Meeting. After reviewing the applications received, the Assessor has determined that 5 applicants will qualify for the exemption, resulting in an estimated award of \$24,903.38 in total exemptions. Per the requirements of the exemption program as passed at Town Meeting, this amount will be raised through a burden shift to the rest of the Residential class. Based on this year's tax rate, this will result in a \$.01 increase in the Residential tax rate.

Shifting the Tax Burden

Harvard FY2023 Tax Classification Options Using a Residential Factor



Municipalities with a large commercial/industrial/personal property tax base often see fit to shift the tax burden to help maintain lower residential taxes. Given Harvard's very small commercial and industrial base, it would take a large shift in C/I/P taxes to yield a modest residential tax reduction. For every \$1.00 the commercial, industrial and personal property tax rate is increased, the residential rate would only see a decrease of 5¢.

Property Type Examples	FY2023	Taxes by Shift			
	Valuation	100%	110%	125%	150%
Residential Average Single Family	\$773,419.25	\$12,836.95	\$12,778.89	\$12,691.81	\$12,546.67
Tax Bill Change			-\$58.06	-\$145.14	-\$290.28
Residential Change %			0%	-1%	-2%
Commercial Store/Restaurant	\$795,823.40	\$13,208.80	\$14,529.68	\$16,511.00	\$19,813.20
Tax Bill Change			\$1,320.88	\$3,302.20	\$6,604.40
Industrial Warehouse	\$203,772.73	\$3,382.15	\$3,720.36	\$4,227.69	\$5,073.22
Tax Bill Change			\$338.21	\$845.54	\$1,691.07
CIP Change %			10%	25%	50%

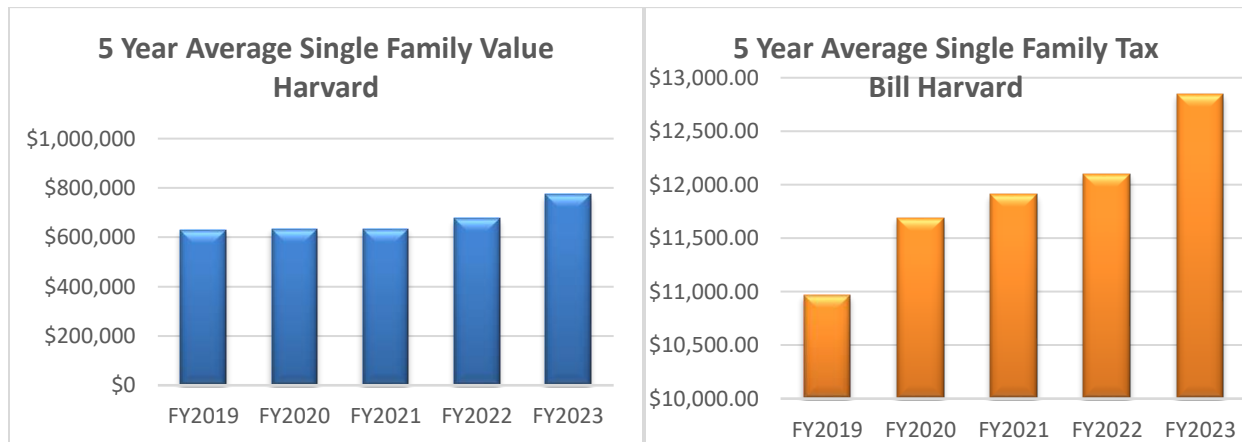
Tax Rates

Based on an anticipated vote to maintain a single tax rate, the Town Assessor has calculated the following tax rates needed to raise the tax levy:

<u>Property Class</u>	<u>FY2023</u>	<u>FY2022</u>
Residential	\$16.61	\$17.91
Commercial	\$16.60	\$17.89
Industrial	\$16.60	\$17.89
Personal Property	\$16.60	\$17.89

Note that the FY2023 tax rate is an estimate only and may change upon Department of Revenue review.

Tax Impacts



The average single-family parcel value saw an increase from \$675,529 in FY2022 to \$773,419 for FY2023 in response to the rising housing market. The average tax bill will increase by 6.18% from \$12,098.72 in FY2022 to \$12,846.49 in FY2023. The condominiums class parcel value increased about 13.72% and the commercial class increased about 14.69%, while the industrial class increased roughly 33.67% and the vacant land class decreased by 17.23%. Individual parcel valuations may vary from the class average due to data updates and corrections, new construction, and the effects of market trends on their specific characteristics.

Town Assessor Recommendation

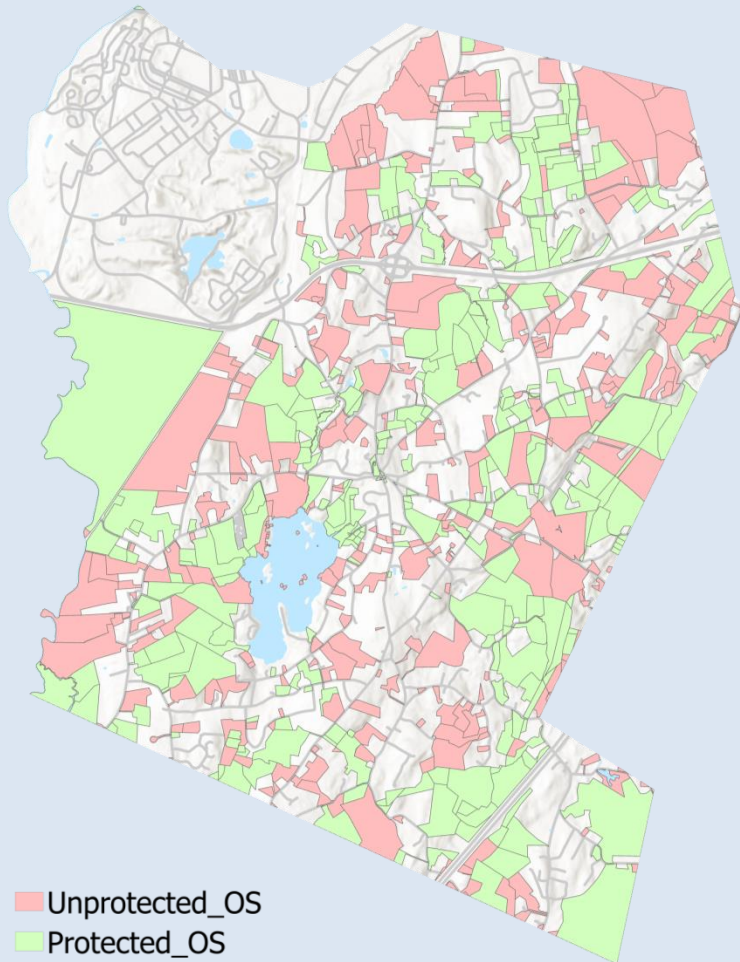
The Town Assessor recommends that the Select Board adopt a single tax rate to be applied to all classes of property in Harvard, with only the \$.01 increase to the Residential Class required to finance the Means Tested Senior Exemption.

Voting a Tax Shift Factor (proposed motion)

The Harvard Select Board votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rates and set the Residential Factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the town's annual tax recap by the Massachusetts Department of Revenue.

OSC – Select Board Update

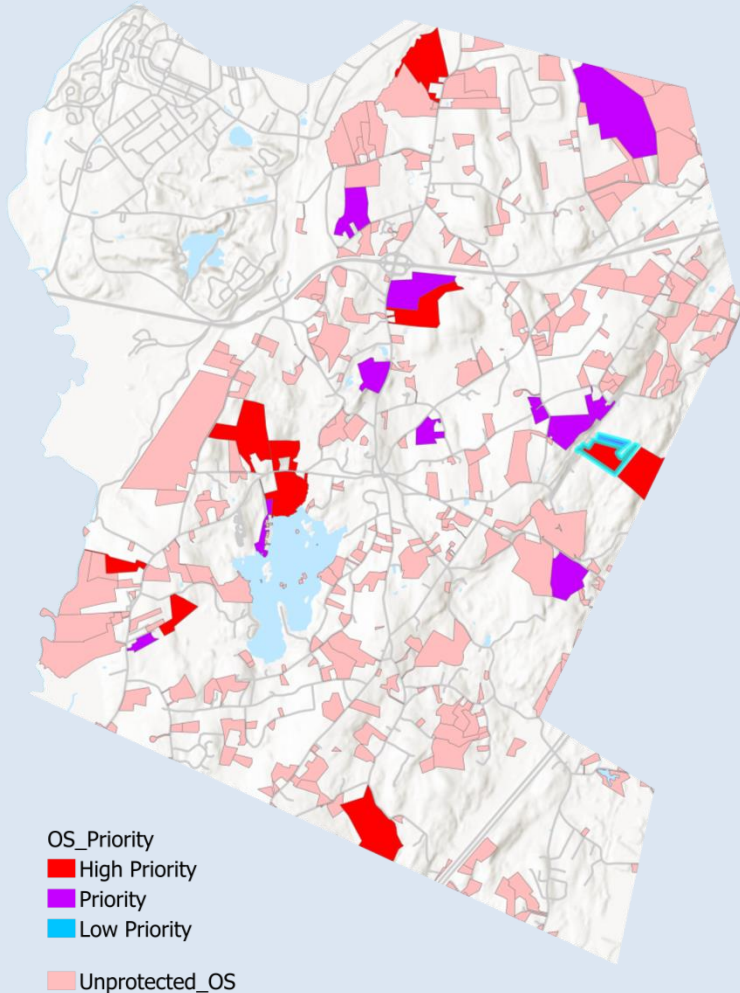
Town of Harvard Open Space



Land Category	Acres	% of Harvard
Protected Open Space		
ComCom	1844	14%
Park & Rec	97	1%
Federal & State	1142	9%
APR	225	2%
CR	620	5%
TOTAL Protected Open Space	3928	30%
Unprotected Open Space		
Chapter 61 (forest)	677	5%
Chapter 61a (agriculture)	1304	10%
Chapter 61b (recreation)	452	3%
Harvard Conservation Trust	295	2%
Non-profit Organizations	536	4%
Town without buildings	457	3%
Private open Space	988	8%
TOTAL Unprotected Open Space	3721	28%
TOTAL all Open Space	7649	58%
TOTAL all Harvard	13150	100%

OSC - OS Protection Prioritization

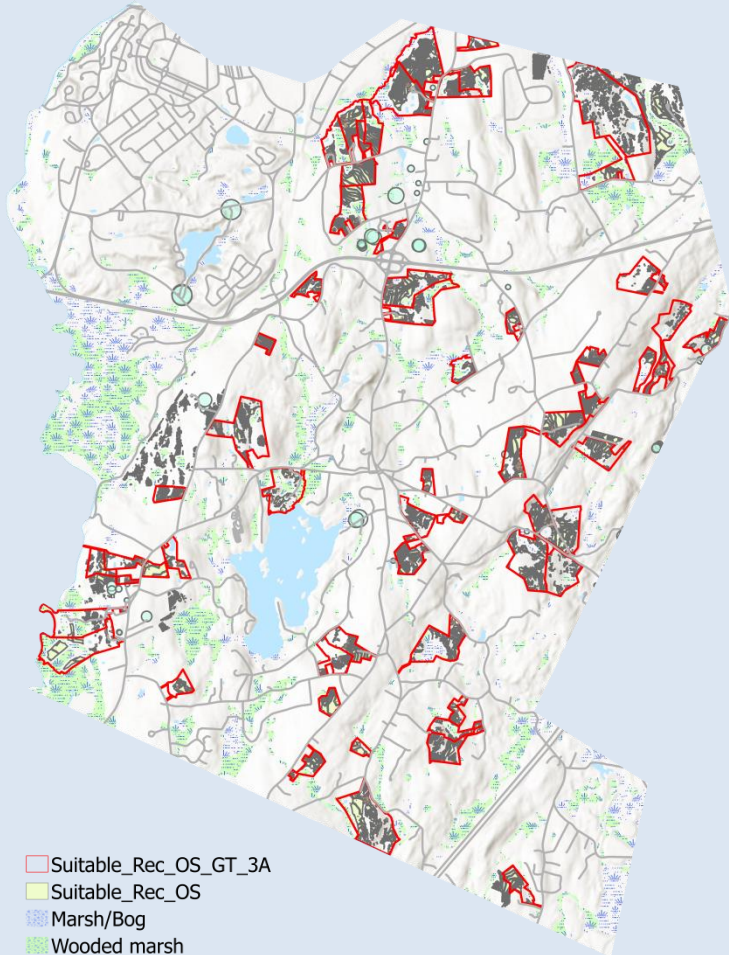
“Top 25”



Protect Open Space for

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

OSC – Potential Active Recreation Sites



Evaluate all Open Space for:

Parcels with ≥ 3 acres of land with

- ≤ 4 degree slope
- Outside of wetland and water buffers, and Zone 1 wellhead protection areas
- $\geq 50'$ of road frontage

OSC – Potential Sites for Ball Field(s)

OSC was asked to identify potential sites to replace a Ryan ballfield

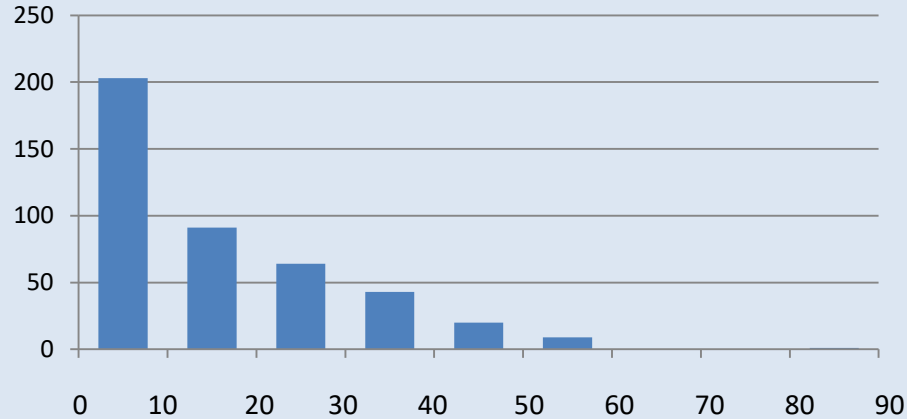
- Search was limited to vacant municipal land due to the immediate need
- 3 potential sites were identified by OSC
 - Ryan land – field to right of existing ballfields (P&R owned)
 - Harvard track - next to CoA (P&R owned)
 - Harvard track – rear (P&R owned)
 - All have potential wetland issues
 - P&R will do the site evaluations
- 1st two sites have been eliminated
 - Ryan land for wetland issues
 - Harvard Park (by CoA) for conflict of uses

Open Space & Recreation Plan Update

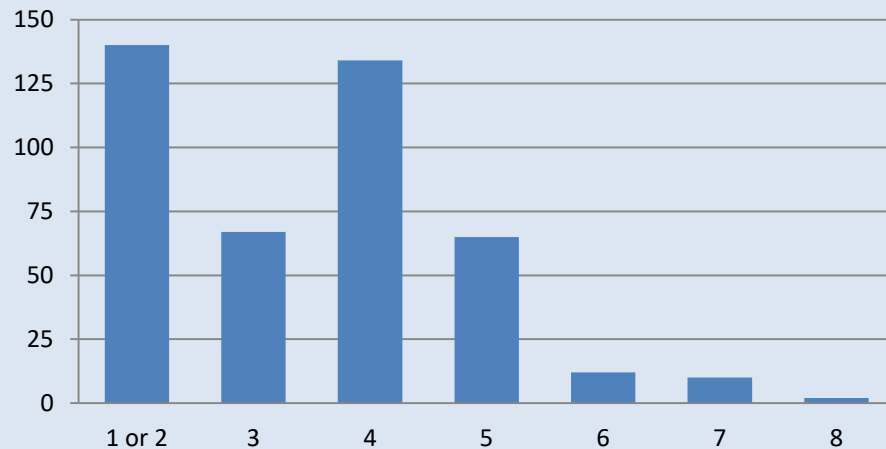
- Major update was done in 2016 (valid for 7 years)
 - An approved OSRP is required to be eligible for State grants for open space and recreation
 - 2023 update is being led by MRPC through a DLTA Grant; OSC is participating per its charter
 - Biggest change from the 2016 OSRP is a new OSRP survey
- MRPC authored and conducted the survey with OSC input
 - On-line survey was open from 5/24/22 to 6/30/22.
 - 472 households responded
 - Responses were from a broad demographic

Open Space & Recreation Plan Survey

Q19. How many years have you been a resident of Harvard?



Q20. How many people currently reside in your household?

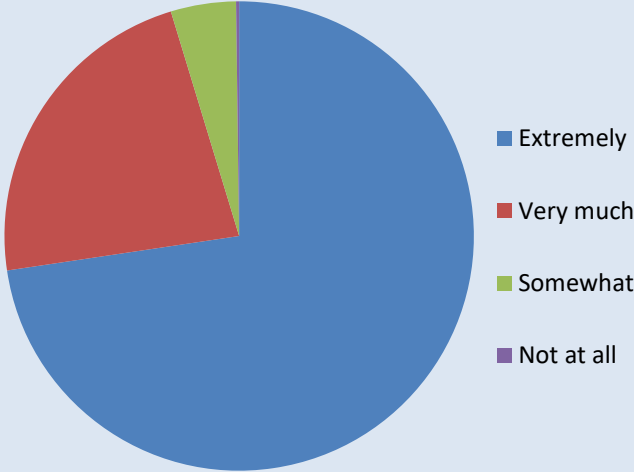


Demographics

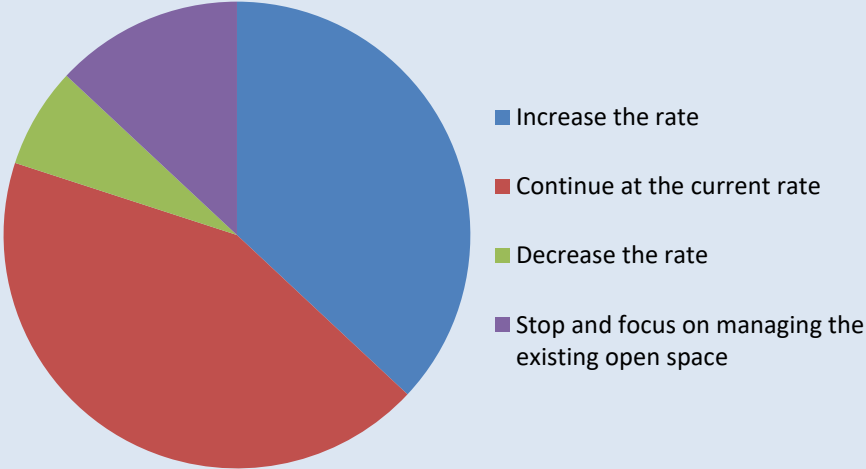
- 472 households responded
- Mix of old timers and newbies
- Mix of empty nesters and with kids
- Dichotomy of support for protecting open space and using it for active recreation

Open Space & Recreation Plan Survey

Q1. How much do you value open space in Harvard?

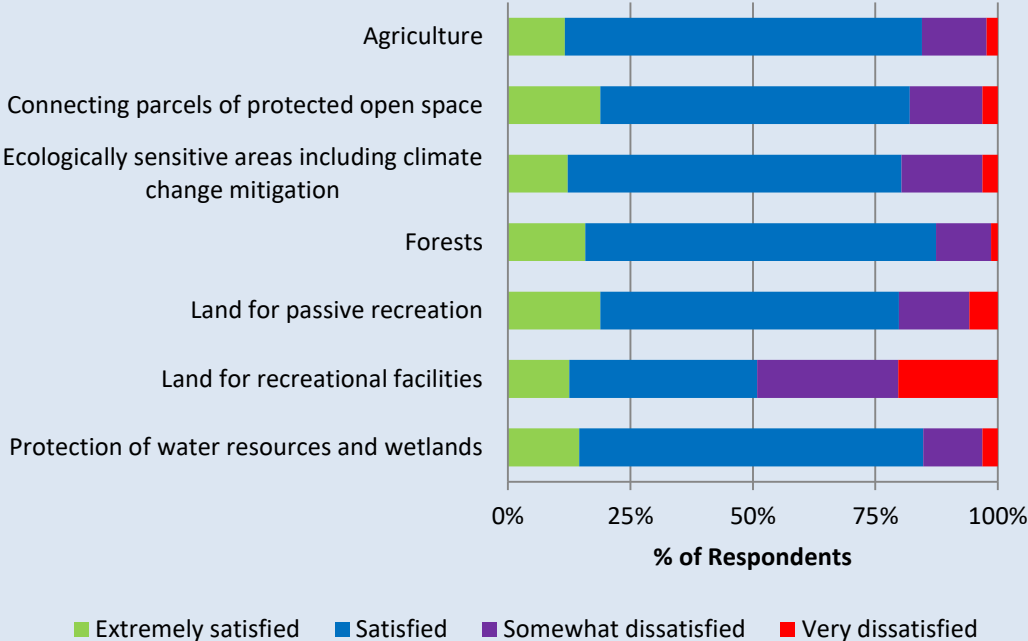


Q3. Should the Town continue to protect open space as it historically done?



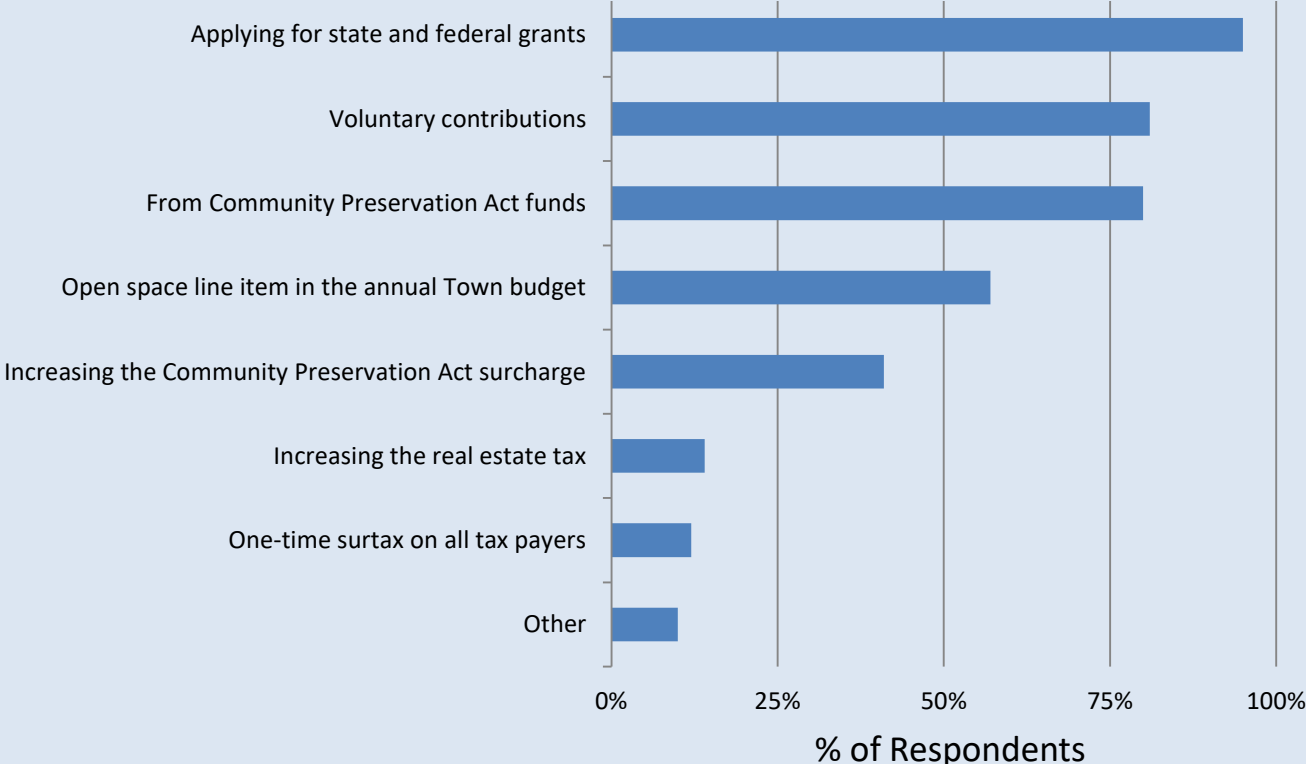
Open Space & Recreation Plan Survey

Q5. How satisfied are you with the Harvard's past and present initiatives for protecting open space in Harvard with regard to the following categories?



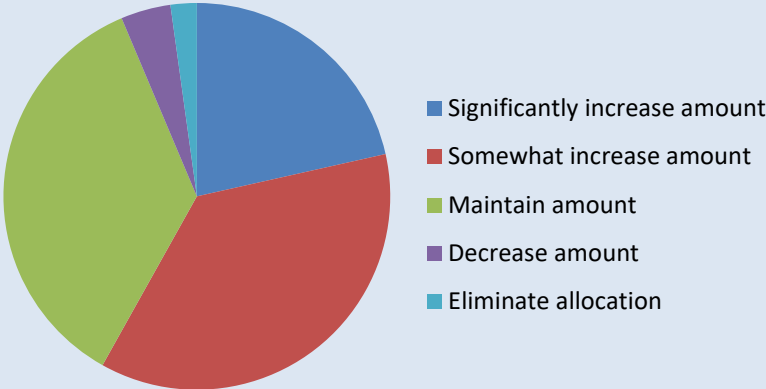
Open Space & Recreation Plan Survey

Q7. How should the Town finance the acquisition of open space?
(select all that apply)

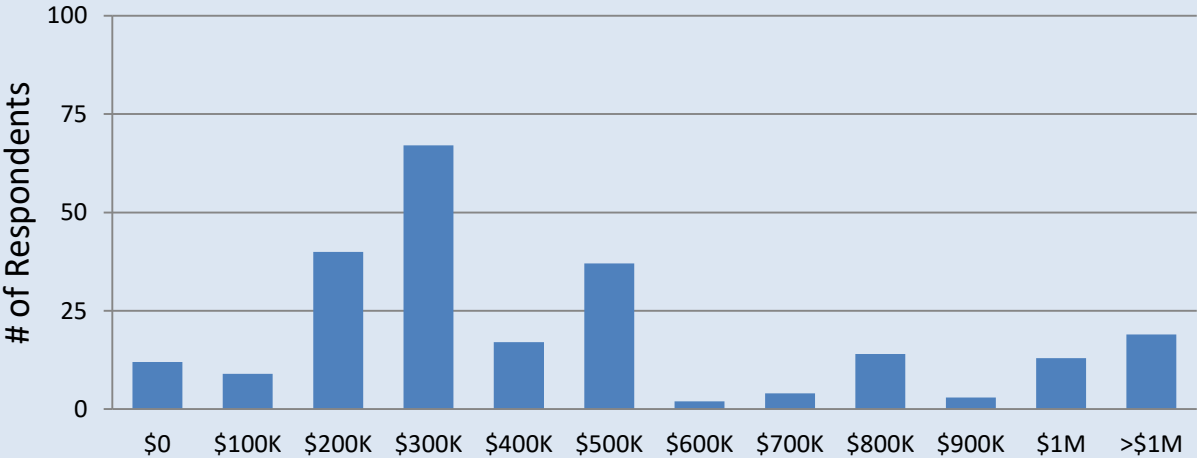


Open Space & Recreation Plan Survey

Q8. The Town has spent an average of \$200,000 annually over the past 10 years to protect open space. How much should the Town allocate to open space protection in the coming 5 years?

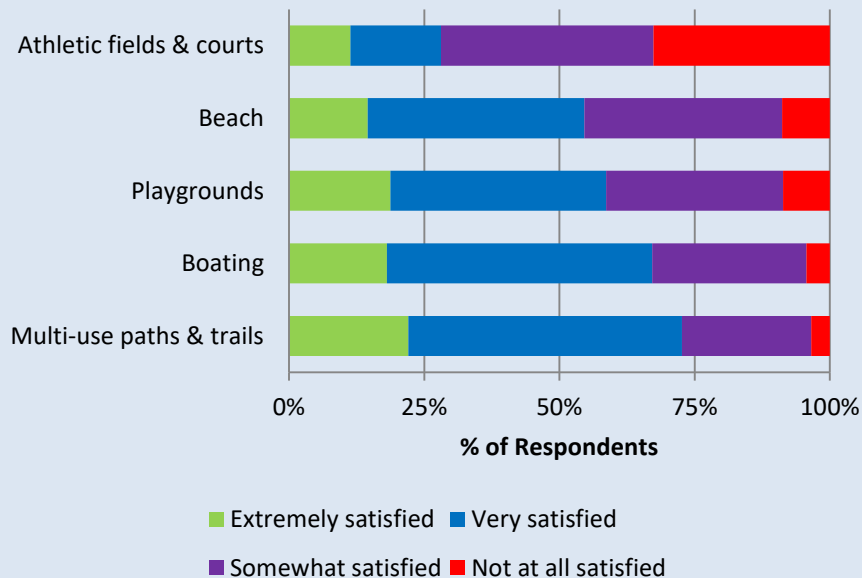


Q9. What amount do you think the Town should allocate annually to open space protection?

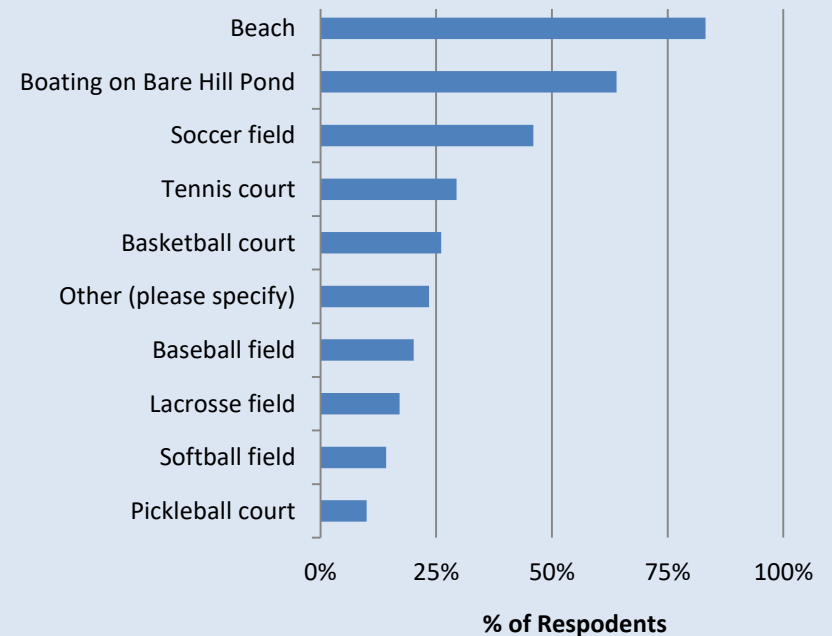


Open Space & Recreation Plan Survey

Q10. How satisfied are you with each of the following types of recreation facilities in Harvard?



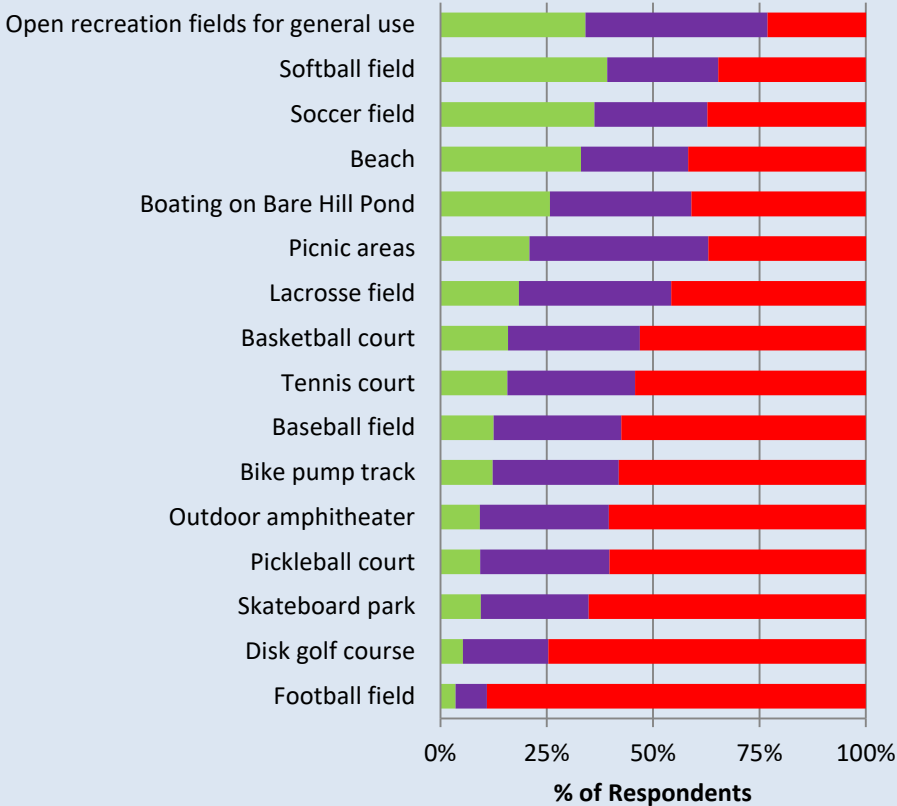
Q12. Which of the following recreational facilities do you or your family use in Harvard?



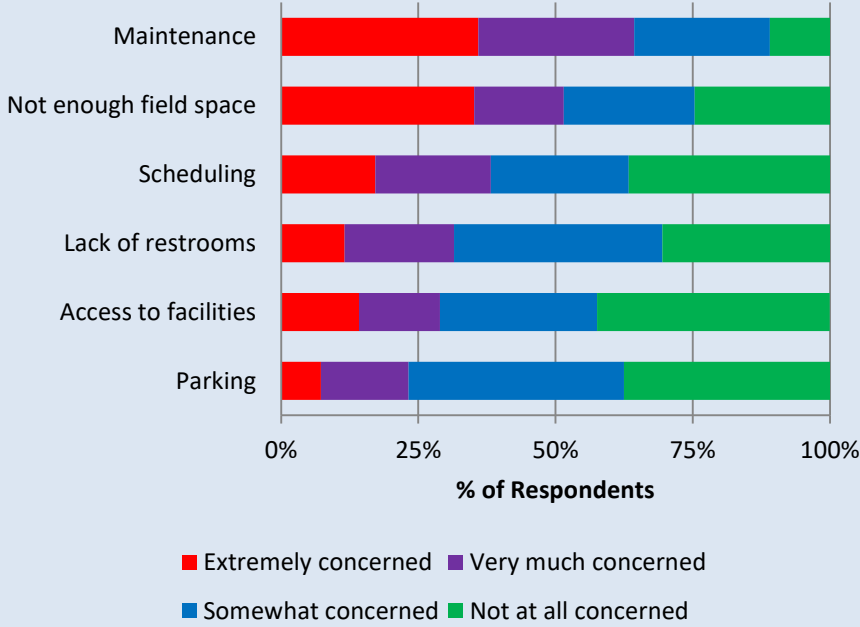
Other = track, trails, playgrounds

Open Space & Recreation Plan Survey

Q13. Which additional recreational facilities are needed in Harvard?



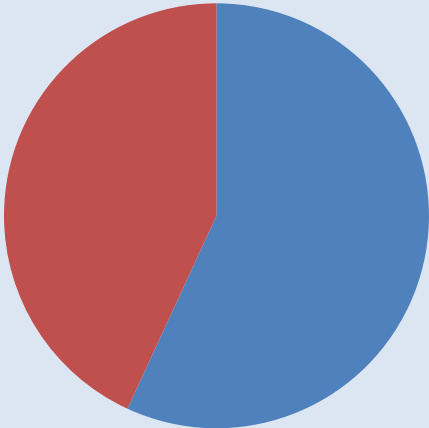
Q14. What issues/concerns do you have about the recreational facilities in Harvard that you or your family use?



Very much needed Somewhat needed Not needed

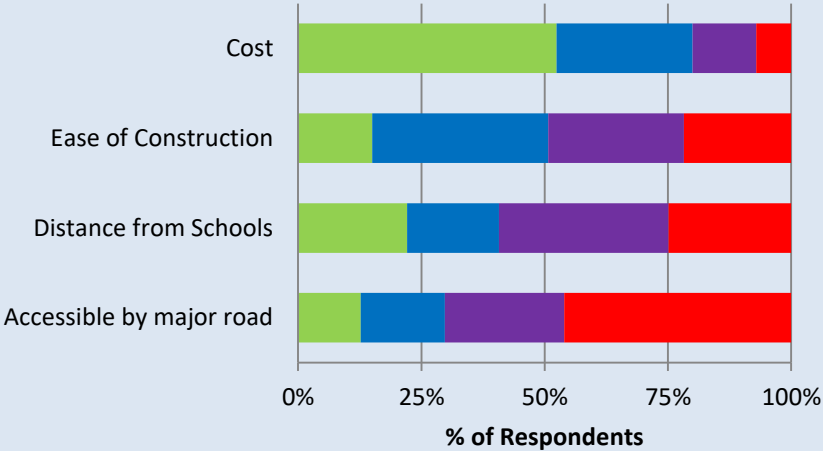
Open Space & Recreation Plan Survey

Q15. Which of these two scenarios would you prefer for additional recreation facilities in Harvard?



■ Single field facilities distributed throughout Harvard
■ Large multi-field facilities

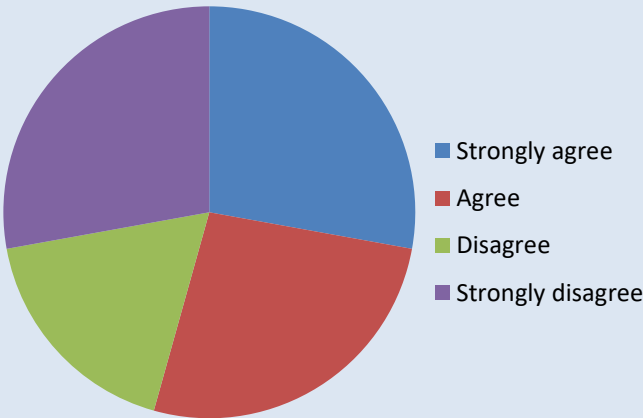
Q16. What is the most important selection criteria for the location of new recreation facilities?



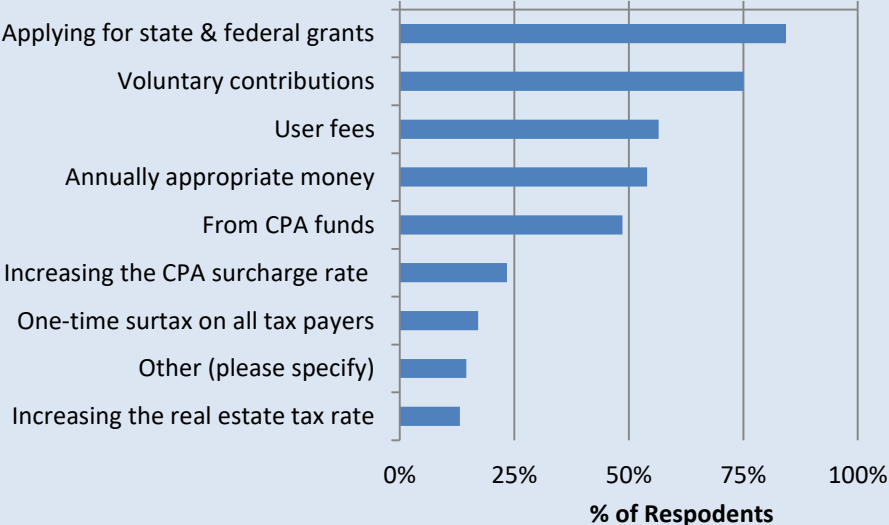
■ Most Important ■ Important ■ Less Important ■ Least Important

Open Space & Recreation Plan Survey

Q17 Do you agree that a new multi-field facility should be funded by such* a tax increase?



Q18 How should the funds be raised for a multi-sport playing field facility? (Select all that apply)



* A new multi-field recreation facility has been proposed for Harvard with an estimated development cost of \$4.5M including land acquisition and building the facility. This would add an estimated \$180 to the annual taxes for an average residence if funded through debt exclusion.

Climate Action Plan Review and Comments

Thank you for the additional time to review the Climate Action Plan (CAP). It is obvious that the Harvard Climate Initiative Committee (HCIC) did extensive work in compiling the report and codifying a roadmap to meet Massachusetts' climate goals.

Educating homeowners and assisting them to evaluate their options for reducing their GHG footprint and making residential-sized adaptive modifications is key and highlighted throughout the report¹. This will be the single most critical piece as the report states the municipality/government portion of the carbon emissions is ~3%, with residential buildings comprise the bulk of the community's building inventory.

As correctly stated, many of the changes are financially difficult, and we seek insight on prioritization when proposed actions are in conflict with other municipal initiatives. Clarifying the target years (fiscal or calendar) in the final report will assist us in the planning cycle. If possible, prioritizing the 39 priority actions of the CAP (measured across 36 criteria) to attain the 14 goals would be helpful.

Buildings

The list is extensive and ambitious, and we look forward to the upgrade and financial analysis plan of municipal/school heating systems, ideally resulting in a prioritized list for administration to submit to CPIC for inclusion on the long-term capital plan. (The same process which was used for the Capital Committee's funding the conversion from oil to gas boilers and extension of the gas line at Bromfield).

One-off items under municipal control (reduce, reuse) can be implemented quickly, although the baseline is elusive (we do not have private hauling, so are unaware of our MSW tonnage attributed to municipal facilities; much of our furnishing are refurbished or acquired at The Great Exchange). We pay for MSW on a cost-per-haul and tonnage basis; *should we start to have municipal-only (small) hauls to track this metric for compliance, even though this will increase road miles travelled by the haulers and cost-per-haul?*

Use of items that come from recycled materials, especially paper, are laudable goals. Generally, the cost of recycled paper is greater than virgin paper and as such will have budget implication/ramifications. (While the use of recycled paper saves trees (1 ton of paper = 15 to 17 mature trees) the process for making recycled paper is more involved and thus more costly.)

For residential ground source and air source conversions, we rely on HCIC to assist and evaluate with homeowners the ideal timing, costing, and transition, and can definitely see the

¹ The GHG statistics for the Harvard community are from the KLA report referencing the MAPC assessment, which included Devens (i.e., federal prison, private commercial development, and residential units).

need for a reliable source of information for homeowners who are grappling with spiking electricity supply costs. (Per the Building Inspector, there has been a notable uptick in the number of wood stove permits: an evaluation vis a vis GHG footprints for heating with wood pellets versus gas versus oil would be helpful info for residents as they make cost-conscious energy substitution choices.)

Are there unintended consequences/implications for residents for an early adoption of the more stringent Stretch Energy Code in Town (versus the January 2023 Stretch Code changes)? The Building Inspector strongly advocates that if the Town were to vote to adopt the more stringent code that there is also a 9–12-month period of concurrency, so that architectural plans currently in process would not have to be redrawn, etc.

Energy

Given the long lead time of converting municipal gas boilers (requests for funding, approvals, procurement), is HCIC interested likewise in incorporating renewable natural gas (at a blend) in future natural gas procurements? This, like a 100% renewable energy electricity contract, will be a 5-10% increase in the supply cost but is an easier operational change to enable, albeit one with implications for the taxpayer. We need *clarity regarding whether these recommendations are to be enacted for a future contract renewal without an evaluation of implications for Town and School budgets.*

We look forward to HEAC's Town-wide assessment of prioritized locations for solar, mindful that funding from CPIC (or a debt exclusion) would be required for Town-owned solar installations, and likewise aware that some sites are not attractive for PPA vendors. *We request the criteria from HCIC beyond 1 project/year, i.e., if PPA vendors have passed on a building rooftop site as not being cost-effective for them, should the Town continue to pursue purchase and installation of solar at that location?*

Buildings that do not rely on fossil fuel use would be wonderful and there is strong agreement in doing one building at a year. We should make sure new buildings include this conversion as part of the project and any planned updating of buildings must have this as part of the planning. Again, what we need to be careful of is spending limited taxpayer funds on projects that are marginal. If we are planning to be in the solar farm business then the buildings that have marginal or no ability for solar production could be offset by such a solar farm. This is similar to the Solar Garden concept that was originally adopted here in Harvard for residents. We can do the same for municipal buildings.

The inclusion of battery storage for solar on facilities which are not operating 24/7 and have existing generators again raises the question of criteria/prioritization from HCIC beyond 1 system/year.

Publicizing existing community shared solar for residents (e.g., the current project in Westminster with subscriptions available, in our National Grid zone) is an admirable goal, few residents are aware (from the Town Hall perspective) of these options.

Transportation

Vehicle fleet conversion to all electric (or at least hybrid) is critical to the report and is dependent on charging infrastructure. Operationally, it's also dependent upon advances in battery technology (longer life, faster charging) as correctly reflected in the extended implementation schedule – at present, we cannot have (presently-available electric) vehicles sidelined during snow storms or downed tree events. The same is true for public safety vehicles which will rely more on longer battery time and quick recharge time. Without both of these the fact is public safety could and will be jeopardized. We could go to all electric if we increase our fleet but those costs will be prohibitive. The police have found the use of hybrids very beneficial in both use and savings and this is what will need to be achieved for the implementation of all electric vehicles.

Outside of these vehicles the ones used by the DPW Superintendent or the Building Inspector are handed-down vehicles that will take time for the current hybrid or future electric vehicles to be handed down. All of these issues will impact the future timeline and target dates.

With respect to increased use of buses as opposed to students driving to school – we could charge a parking fee high enough to discourage parents from having their student drive.

Natural Resources

The town's reliance on maintaining tree cover is in conflict with current goals and priorities of the Select Board and other town committees. Specifically, the development of new athletic fields. Another is the Revenue Ideation Committees' recommendation to deforest up to two parcels of land to create solar farms. *These plans (carbon sequestration via tree cover and deforestation for playing fields and ground-mounted solar) cannot co-exist; as such the Select Board will need to determine which will have priority over the other.* Likewise, protecting (or purchasing and maintaining) forested developable parcels would heavy reliance on residential taxes for funding

Given the importance of trees for sequestering carbon and goal of reducing the climate impact of homes and yards on the local environment, the Select Board may need to address whether the Town should continue to offer open burning to residents? (The permit fees for burning fund the SAFE program; deferring to HCIC whether the climate impacts of open burning – which don't supplant a fossil fuel source and encourage residents to deforest – outweigh the permit revenue.)

Another outcome of protecting our arboreal forest may have negative safety impacts. For example, prior to the 2008 ice storm National Grid and Verizon were severely limited by the Town in their ability to trim the trees in and around their power lines. One of the resulting aspects of the Town's decision to limit this activity proved to be significant in December of 2008 when an unexpected ice storm hit and power was out for seven days. After the ice storm, the Town's view of tree trimming changed; if we were to reverse course, we're returning to a vulnerable state vis a vis our above-ground wires. Any changes in dealing with

public trees cannot negatively impact the Tree Wardens ability to address safety issues quickly.

Including climate change and sustainability assessment to all future town purchases and proposals is not feasible and will add an additional level of review; we want to reinforce that this can't be at the detriment of needing more time. The deadlines for Town Meeting action are finite and thus the timeframe for adding the additional review and decision-making process needs to be well defined, as do the criteria for *how* to evaluate – e.g., the Green Communities evaluation calculates tons of carbon reduced and financial payback. Without further refinement in these areas, it would be easy to see that missing deadlines and needing additional review time would not fit with some of the processes currently in place.

Preparedness

The Emergency Management Director is tasked as the responsible lead entity for making decisions regarding the emergency shelter (and the requirements in terms of redundant utility services, bathing facilities, etc.).

Implementation

Neither the Finance Committee nor the CPIC have standardized tools (e.g., macros) for evaluating lifecycle and environmental costs, and would seek HCIC's insight for how this would fit into their review process. The Finance Committee especially is engaged in trading off projects for a finite 'pot' of money, the small warrant articles (e.g., evaluating small warrant articles such as street signs, roadside tree maintenance, and training room floor) and looking at the overall impact of staffing additions on OPEB and insurances/benefits. Forwarding current draft versions of the tools 'being developed that will aid employees, committees and boards' would be most helpful.

Again, we applaud the scope and breadth of HCIC's CAP, and look forward to what the future holds.

Date: Dec 1, 2022

To: Select Board Members

From: Ellen Sachs Leicher, Chair, HCIC

Subject: Climate Action Plan Implementation Plan

We are pleased to come back to the Select Board on December 6th for the adoption of the Climate Action Plan. We received a few questions from a Select Board member that we answered and forwarded to the members. We have not had any additional questions from the Select Board or town administration.

We are attaching a few additional slides to address implementation of the plan and to respond to the question raised about grant opportunities. We plan to present this at the meeting.

Should you have any additional questions before the meeting, I request you send them to me ahead of time so we have time to prepare and obtain additional information that may be needed.

Planning for Implementation

- Coordination Request of SB
 - SB approval of Climate Action Plan (CAP)
 - SB Communication to boards, committees, administrative departments
 - Confirmation that HCIC will coordinate implementation work
- High-level prioritization criteria
 - Action dates outlined in CAP
 - Funding
 - Resources
 - Criticality and duration
 - Relative priority of other town initiatives and commitments
- Grant writing
 - Short-term: use existing town staff? Funds for contracting writer(s) for individual proposals?
 - Mid-term: town sustainability manager or, worst case, shared town resource for grant identification, writing and administration?
- Workstreams
 - Each of the six CAP focus areas will be treated as a workstream
 - CAP project plan will be managed and coordinated by HCIC
 - An HCIC liaison will partner with lead committee on implementation work

Example of Several Available Grants in terms of agencies, focus, and funding

	Grant Agency	Priorities	Due Date
Planning Assistance Grants	Exec. Office of Energy and Environmental Assistance	Focus on zoning and regulations that reduce energy use and GHG emissions via better mix of land uses.	May 2023. Info to apply March 2023
Municipal Vulnerability Preparedness Program	Exec. Office of Energy and Environmental Assistance	MVP action grants to implement priority projects	March 2023 info to apply expected
One Stop Grants	Exec. Office of Housing and Economic Development	Smart growth programs, bike and pedestrian improvements, connector pathways	Rolling
Farm Viability Enhancement Program	Department of Agricultural Resources	Capital projects, farm building repair, equipment modernization, food processing capabilities	Early spring 2023
Land and Water Conservation Fund Grant Program	Division of Conservation Services	Provides 50% of the cost of acquisition, development, and renovation of parks, trails and conservation areas	Grant open now

Over 75 state grant listings with additional information (federal not yet available)

Example of Spreadsheet of 75 grant opportunities with agency links, descriptions, funding amounts

Program	Funding Agency	Description	Funding Focus	Total Grant Award per Applicant	Website	Key Words	Program Project Type
Planning Assistance Grants	Executive Office of Energy and Environmental Assistance	These grants focus on the reduction of land, energy, and natural resource consumption, provision of sufficient and diverse housing, and mitigation of/preparation for climate change. Funds help communities retain appropriate technical expertise and undertake the public process associated with creating plans and adopting land use regulations.	Priority projects focus on zoning for sustainable housing production consistent with the Baker-Polito Administration's Housing Choice Initiative (e.g. Accessory Dwelling Units, 40R Smart Growth Zoning, Transit Oriented Development, or Mixed-Use zoning); Mitigation of climate change through zoning and other regulations that reduce energy use and greenhouse gas emissions via a better mix of land uses, more compact growth, enhanced design, etc.; and Zoning that results in permanent land conservation (e.g. Natural Resource Protection Zoning or Transfer of Development Rights).	\$50,000 maximum	https://www.mass.gov/service-details/planning-assistance-grants	Technical Assistance; Housing; Zoning; Climate Change	Planning, Assessment and Regulatory Updates
Statewide Water Management Act (WMA) Grant Program	Mass Department of Environmental Protection	This grant program is designed to assist eligible public water suppliers and municipalities with Water Management Act permits by providing funds for planning assistance, demand management, and withdrawal impact mitigation projects in local communities.	The Department has determined that the focus of these grants will be for: 1) planning projects for specific watersheds or sub watersheds to identify implementation projects to improve ecological conditions; 2) conservation projects aimed to reduce the demand for water within a municipality or a watershed, such as rate studies or drought resiliency planning; and 3) withdrawal mitigation projects that address the following: improve or increase instream flow, wastewater projects that keep water local, stormwater management projects that improve recharge, reduce impervious cover and/or improve water quality, water supply operational improvements, habitat improvement, demand management, reduction of wastewater inflow and infiltration, and other projects that can be	\$1,000,000 maximum	https://www.mass.gov/info-details/water-management-act-grant-programs-for-public-water-suppliers	Planning; Watersheds; Conservation; Wastewater Treatment; Water Quality	Planning, Assessment and Regulatory Updates; Nature Based Solutions for Ecological & Public Health; Resilient Redesigns & Retrofits for Critical Facilities and Infrastructure



Select Board Minutes
Tuesday, November 15, 2022
7:00pm

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

Select Board participants:

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

Town Department attendees:

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

Additional participants:

TAC Chair Gabe Medjanis, HCIC members Ellen Leicher and Jefferson Burson

Discuss Transportation Plan Actions & Goals w/ Transportation Advisory Committee (TAC)

TAC Chair Gabe Medjanis reported the TAC has worked to establish reasonable timelines associated with goals included in the greater transportation plan. He shared four goals TAC views as short-term deliverables. Medjanis said TAC will revisit their charge and revise with goals outlined below.

- Goal 1: Improve the general visibility and condition of bike ability, walkability, and accessibility throughout Harvard by developing and expanding networks for cycling and pedestrian use that can also interconnect with larger regional networks.
- Goal 2: Develop and maintain both new and existing transportation planning documents and procedures as needed to improve Harvard's soft infrastructure.
- Goal 3: Work to meet and remain ahead of Harvard's transportation infrastructure needs, prioritizing safety and green principles wherever possible and financially feasible.
- Goal 4: Work to incorporate and complete Harvard Energy Advisory Committee (HEAC) Decarbonization Plan goals where they align or overlap with Circulation and Transportation commitments.

By a roll call vote, Minar – aye, McBee – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to support plan and actions.

Presentation of the Harvard Climate Initiation Committee's (HCIC) Climate Action Plan

HCIC Chair Ellen Leicher presented the completed Climate Action Plan. She explained the goals/actions have not changed from the draft shared prior. HCIC is seeking adoption of the plan by the Select Board so they can begin implementation. HCIC member Jefferson Burson walked through the plan highlighting the focus areas and the associated goals/specific actions. Board members Kara Minar and Charles Oliver were prepared to vote on adoption of the plan however Erin McBee, Don Ludwig and Rich Maiore were inclined to have a bit more time to review. Maiore presumed town administration staff would also welcome more time to review and identify unintended consequences/impacts related to budgets with a plan of this magnitude. Charles Oliver made a motion to accept the report as written which was seconded by Kara Minar however the motion did not pass, 3-2. (Oliver – aye, Minar – aye, Ludwig – nay, McBee – nay, Maiore – nay) By a roll call vote, McBee – aye, Oliver – aye, Minar – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to vote on approving the Climate Action Plan at the December 6th meeting along with an implementation plan. Leicher thinks this plan will have to be a living document with timelines only as estimated suggestions. The Select Board thanked the HCIC.

Public Communication

Kathleen Doherty, Harvard Educators Association (HEA), is a long-time teacher and a member of the bargaining team negotiating the teachers' contract. On behalf of the HEA, Doherty urged the Select Board and Finance Committee to reexamine guidance on revenue to help ensure a fair contract can be negotiated.

Abby Besse, School Committee Chair, spoke to address the recent Devens Revenue Report. She read from a detailed memo given to the Select Board outlining their concerns with the report and expectations moving forward.

Stu Sklar, Scott Road, is a former member of the Select Board and School Committee. He noted the prior Finance Director/School Business Manager, when the position was shared, Lorraine Leonard never had an issue with the arrangement. Sklar served on the school committee when the contract was initially negotiated and never heard of a specific breakout with regards to benefit costs.

Staff Report/Updates (Attachment A)

Follow up on the Revenue Ideation Committee (RIC) final report

RIC Chair Kara Minar said the committee incorporated town administration comments into the report and vetted some additional suggestions such as additional marijuana licensing or Airbnb short term lodging tax. Minar is confident a combination of efforts can increase the stream of revenue into town. Rich Maiore thanked the committee for their work. Minar emphasized the importance of the work by the Planning Board to implement form-based code in an effort to improve the economic benefits in the Ayer Road commercial district.

Minutes

By a roll call vote, Minar – aye, Ludwig – aye, McBee – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve minutes of 11/1, as presented.

FY24 cost of living adjustment

Personnel Board liaison Don Ludwig reported the Personnel Board met to clarify the 8.2% cola recommendation does not include any percentage toward merit increases. This cola is only for not union town personnel. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, McBee – aye, Maiore – aye, the board voted unanimously to approve an 8.2% cola and revisit if economy improves by March 1st 2023 to lower the cola but not increase it.

Update on playing fields

Rich Maiore said the wetlands delineation on the fields behind and next to Harvard Park. This will take a couple of weeks but once it has been completed the information will be shared with the Park & Recreation Commission.

Discuss the Select Board FY24 budget

Town Administrator Tim Bragan asked if the board members had any input with respect to their budget submissions for FY24. There were no additional requests/comments at this time.

Town Common items

Executive Assistant Julie Doucet received a request from the Special Education Parent Advisory Council (SEPAC) to use yellow on the town common to recognize November as SEPAC month. The board members were agreeable to the request. The board was agreeable to have the Executive Assistant handle such request in the future.

Rich Maiore is working on a holiday light display for the town common.

Select Board reports

Erin McBee reported the Conservation Commission continue their efforts to control knotweed and Planning Board hearings will be held on Monday, November 28th

Kara Minar received a request from homeowners near 5 Old Littleton and Fairbank Street to install permanent no parking signs as the roadway is very narrow there. She will review the Devens Revenue Report in more detail as School Committee liaison

Rich Maiore met with the Finance Committee Chair, School Committee Chair, Finance Director, School Business Manager, School Superintendent, Town Administrator and the Assistant Town Administrator to discuss the Devens Revenue Report and bring recommendations back to their respective boards in an effort to resolve disagreement over numbers and philosophy. All received the revenue reports in September.

Don Ludwig reported the School Building Committee has approved funds to complete the stonewall. Work has been stopped until the required hearing is held with the Historical Commission.

The meeting was adjourned at 9:10pm.

Documents referenced:

Harvard Master Plan 2022 – Ch 8 – Circulation and Transportation

TAC Vision/Goals – dated Nov 2022

HCIC Climate Plan – dated 11.10.2022

COLA recommendation pros/cons – dated 11.1.2022

Select Board draft budgets – FY22-FY24

SEPAC email request – dated 11.1.2022

“Accessory entertainment activities”, provided that a license for such entertainment is obtained from the Select Board. For the purposes of this section, accessory entertainment activities means non-agricultural offerings, commonly used as incidental components of on-farm direct marketing activities, that are accessory to, and serve to increase, the direct-market sales of the agricultural output of a commercial farm. Such activities are designed to attract customers to a commercial farm by enhancing the experience of purchasing agricultural products. Such activities may have a fee associated with them, but such fees shall be de minimis compared to the income generated from the sale of the agricultural output of the commercial farm. Further, no license issued hereunder shall be entitled to the protections afforded pursuant to § 123-3.

Adopted in part N.J.S.A. 54:4-23.1

- I deleted “and events” but after discussion with Liz and Tim, may want “and events” in.