

**SELECT BOARD
AGENDA
Tuesday, February 4, 2020
7:00pm
Town Hall Meeting Room
13 Ayer Road, Harvard, MA 01451**

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

- 1) *Call Meeting to Order – Alice von Loesecke***
- 2) *Commission on Disability Appointments: Carolyn Luescher & Abigail Kilcommins (7:00)***
- 3) *Carlson Orchards Farmer Series Pouring Permit deliberations (7:10)***
- 4) *Meet with the Community Preservation Committee to review their funding decisions (7:40)***
- 5) *Approve minutes from 1/7 (8:00)***
- 6) *Town Administrator report – miscellaneous issues & discussion items (8:05)***
- 7) *Public Communication (8:15)***
- 8) *Action/Discussion Items:***
 - a) *Discuss request from St. Andrews to install sign on Rte110 at the Ayer/Harvard Town line.***
 - b) *Endorse Special State Election Warrant***
 - c) *Decide on warrant article for Hildreth House connector***
- 9) *Select Board Reports***

***NEXT SCHEDULED MEETING
Town Hall Meeting Room
February 25, 2020
7:00pm***

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: January 05, 2020

Applicant Information:

Name:Carolynn Luescher

Address: 308 Old Lit

Home/Work Phone # [REDACTED]

Mobile Phone# [REDACTED]

Email Address: [REDACTED]

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

Board/Committee on Disabilities

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:
Utility Task Force in Lunenburg, Massachusetts

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)

Performance Architect at State Street recently laid off.

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) None

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

MS in Finance and MBA. I have decades of work experience in technology with recent specialization in FinTech.

I was recently diagnosed with an astrocytoma and have been out on disability since June 2019. I am focused on treatments intended to extend my life while preserving quality of life. During this experience I have learnt the importance of family and sadly about the power of private health insurers to say "no" against the advice of medical experts and the wishes of unfortunate customers.

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

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: December 13, 2019

Applicant Information:

Name: Abigail Kilcommins

Address: 3 Green Hill Road, Harvard, MA 01451

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

Email Address: [REDACTED]

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

Commission on Disability

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:
Open Door Theater (Acton, MA) Board of Directors since 2017

Do you have any time restrictions? YES NO

This spring I have classes Tuesday and Thursday during the day until 1pm.

Are you a registered voter? YES NO

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

Student

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.

My name is Abigail Kilcommins. I am a 22 year old Harvard Resident that lives at home with my parents and commutes to UML. This spring I will be graduating with a degree in Writing and Disability Studies. By my side I have my service dog, Bear. I am looking to bring my personal, professional, and academic knowledge to contribute to the Commission on Disability. I will be bringing my own exhibit on Disability to Bromfield during the spring as well.

Received by Town of Harvard

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

Carlson Orchards Inc.
115 Oak Hill Road, Harvard, MA 01451
Farmer Series Pouring License

1. The Farmer Series Pouring License will be in use in the area delineated on the attached plan.
2. No alcoholic beverages shall be served on the licensed premises prior to 11:00 AM or after 6:00 PM on Thursdays and Sundays.
3. No alcoholic beverages shall be served on the licensed premises prior to 11:00 AM or after 8:00 PM on Friday and Saturdays
4. No person under the age of 18 shall be allowed to handle, serve or sell any alcoholic beverages as per Massachusetts General Law Chapter 138, Section 34.
5. All persons serving alcoholic beverages on the licensed premises shall receive a certificate from a TIPS (Training for Intervention Procedures) program in education and training for the responsible service, sale, and consumption of alcohol.
6. All alcoholic beverages must be produced by the Farmer Winery or for the Farmer Winery under its label as per Massachusetts General Law Chapter 138, Section (n).
7. Any outdoor lighting must comply with the Town's lighting by-laws.
8. Parking on premises not to exceed 350 cars. No on-street parking allowed. Carlson Orchards will be responsible for having people monitor, direct and enforce the parking conditions and will immediately notify police when someone ignores the parking enforcement and parks on either side of Oak Hill Road.
9. The Licensed Facility must comply with the occupancy designation, as determined by the Town's Building Commissioner, at all times and when special events are happening where there will be an estimated 100 or more attendees/participants then a Police detail will be necessary and must be coordinated in advance.
10. An entertainment license will be required for any event held under this license.
11. **The renewal of this license will be done by the Select Board at a full hearing in which it is advertised and abutters notified.**

Community Preservation Committee

Proposed Slate of FY2021 Warrant Articles

Summary

The CPC received a total of six grant applications this year. These applications, when added to the CPC's obligatory funding of Town Hall renovation debt and annual funding for affordable housing at a minimum 10% of our available funds, would total more than \$950,000. This is nearly two and a half times the amount available for FY2021 grants.

CPC Estimated Funding by Source, FY2021

(Based on data and estimates from the Finance Department, the Community Preservation Coalition and the CPC)

Beginning Unreserved Fund Balance	\$73,823
FY2021 CPC Surcharge Collections	\$273,072
Surcharge Interest	1,000
FY2020 State Reimbursement	<u>32,617</u>
Unreserved Funds for FY2021 Grants	\$380,512
Total Funds for FY2021 Grants	\$380,512

The slate of warrant articles proposed for the ATM in May 2021 seeks funding for four of these applications either fully or in part. The following tables summarize the grant applications as submitted to the CPC and the funding recommendations as voted by the committee for warranting.

CPC Grant Applications Received for FY2021

Requesting Organization	Application/ Funding Title	Requested Amount	CPC Vote
Town Clerk	Historical Records Preservation	\$25,000	Decline.
Town Hall	Civil War Tablet Restoration	\$11,200	Decline.
Conservation Commission	Conservation Committee Fund	\$200,000	Fund in part.
Conservation Commission & Community Harvest Project	Prospect Hill Community Orchard	\$500,000 (over two years)	Remit partial amount to Conservation Commission.
Fire Department	Preservation of Historical Fire Records	\$24,700	Fund in part.
Harvard Public School District	Tennis Court Resurfacing & Engineering Study	\$110,000	Fund in part, to support resurfacing only; no funding for engineering study.

CPC Warrant Article Recommendations for May 2020 ATM

Fund Recipient	Application/ Funding Title	Recommended Amount	CPC Recommendation
Select Board	Town Hall Debt Service	\$50,000	Transfer from CPC unrestricted reserves to the Select Board.
Historical Commission	Bromfield Stone Wall	\$89,200	Transfer from CPC unrestricted reserves to the Historical Commission.
Fire Department	Historical Fire Records	\$6,000	Transfer from CPC unrestricted reserves to the Fire Department.
Municipal Affordable Housing Trust	Affordable Housing Trust Fund	\$30,000	Transfer from CPC unrestricted reserves to the MAHT.
Harvard School District	Tennis Court Repair & Resurfacing	\$40,000	Transfer from CPC unrestricted reserves to the Harvard School District for tennis court repair and resurfacing, with request that annual maintenance be performed to prolong asset life.
Conservation Commission	Conservation Fund	\$150,000	Transfer from CPC unrestricted reserves to the Conservation Commission.
Community Preservation Committee	CPC Administrative Fees	\$2500	Transfer from CPC unrestricted reserves to CPC Admin fund.

Should the town vote to approve these warrants at ATM, the awards granted by the CPC for FY2021 will total \$367,700.

Respectfully submitted,
 Didi Chadran
 Chair, Harvard Community Preservation Committee



**Select Board
Minutes**

**Thursday, January 7, 2020 at 7:00pm
Town Hall Meeting Room, Harvard, MA**

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

Energy Advisory Committee

Committee Chair Brian Smith introduced Peter Kelly-Joseph for appointment to the committee. Kelly-Joseph has an excellent background as an Environmental Scientist. Smith explained current associate member Ellen Sachs Leicher will move into a voting member position and Kelly-Joseph will serve as associate.

On a Wallace/Minar motion, the board voted unanimously to appoint Ellen Sachs Leicher as voting member and Peter Kelly-Joseph as associate member.

Open Space Committee appointments

Von Loesecke invited Jo-Anne Crystoff to introduce herself for the citizen at large position on the newly formed committee. Crystoff serves as Conservation Administrator and Agent for the Town of Ayer and has extensive experience with open space. On a Wallace/Minar motion, the board voted to unanimously appoint Jo-Anne Crystoff to the Open Space Committee.

The membership is as follows:

Select Board	Rich Maiore
Conservation Commission	Peter Dorward
Conservation Trust	Jim Lee
Park & Recreation Commission	Joe Reynolds
School Department	Linda Dwight
Harvard Athletic Association	Paul Cohen
Planning Board	Jarrett Rushmore
Agricultural Advisory Commission	Robert Duzan
Member at Large	Jo-Anne Crystoff

Fire Station Feasibility and Space Needs Assessment

Fire Chief Rick Sicard worked with Kaestle Boos Associates Project Manager Kevin Witzell to complete the needs assessment. Kevin explained a detailed analysis was completed with assistance from Mitchell Associates who work exclusively on public safety design.

Their assessment includes the following items:

- Code Analysis
- Existing conditions (architectural, structural, plumbing/mechanical/electrical systems)
- Space needs
- Site selection analysis
- Opinion of probable cost
- Investigation of other potential sites

The building analysis was based on current program needs with a life expectancy of up to 50 years. They learned the existing building does not meet current codes however the building itself is structurally sound. The board asked about the data used for the departments projected growth for staffing needs and how they arrived at their assumptions. All parties agreed the Devens question includes many unknowns making projections complicated. The board members were surprised the Ambulance Service supplies and training room were included. Chief Sicard said ideally both services would be accommodated in the same location. Sicard explained how a training tower is utilized and the benefits to having one in your community. The report will be posted on the town website with copies made available for sharing. Everyone acknowledged the most cost effective approach is to address the department infrastructure sooner rather than later.

Capital Planning & Investment Committee recommendations

Committee Chair Jon Seeley and member Nate Finch came to review the projects sorted by their ranking:

	Projects Sorted by Rank Order		Cost	Score	Rank	Source	CSF	Debt
1	Police	Vehicle	\$45,950	110	1	CSF	\$45,950	
2	Schools	TBS Ramp	\$230,000	97	2	CSF	\$230,000	
3	Fire	Fire Ponds	\$50,000	89	3			
4	Schools	TBS Ramp	\$660,000	84	4	Debt		\$660,000
5	DPW	RoadWorks	\$225,000	81	5	CSF	\$225,000	
6	DPW	Ayer Rd	\$75,000	79	6	CSF	\$75,000	
7	DPW	LDTruck #1	\$79,160	79	7	CSF	\$79,160	
8	DPW	Tractor	\$49,000	70	8	CSF	\$49,000	
9	Fire	Hook Truck	\$250,000	70	9			
10	WarMonument	Restoration	\$32,000	67	10	CSF	\$32,000	
11	DPW	Equipment	\$40,000	65	11	CSF	\$40,000	
12	Planning Bd	AyerRd	\$37,000	61	12	CSF	\$37,000	
13	DPW	BldgDesign	\$40,000	60	13	CSF	\$40,000	
14	Schools	Cronin	\$50,000	60	14	CSF	\$50,000	
15	Old_Lib	OldLibRoof	\$921,360	58	15			
16	Schools	LockerStudy	\$20,000	54	16	CSF	\$20,000	
17	Schools	AirCond	\$150,000	52	17	CSF	\$150,000	
18	COA	Hildreth	\$4,300,000	47	18	Debt		\$4,300,000
						TOTAL	\$1,073,11	\$4,960,000

In total CPIC received 18 requests this year with only 2 removed or delayed. Finch explained the old library roof involved more discussion. Committee members are concerned with overall monies being spent on improvements/repairs to this building without a full analysis or a decision on the optimal use for the building.

The Hildreth House phase II project was voted in favor 3-2.

Seeley also distributed projections on actual Hildreth Elementary School (HES) debt and the future debt impact on the median taxpayer. He indicated the good news is the HES project will be less of an increase than expected (8% instead of 11%) however Harvard is one of the communities in the state that has 10% of debt or more.

Minutes

On a Wallace/Minar motion, the board voted unanimously to approve minutes of 12/3, as presented.

Public Communication

Mark Mikitarian, Shaker Road, said many are aware the old library roof has been an ongoing issue for many years. As a homeowner it is always a priority to keep water out. He understands the issue CPIC has however he is hopeful for additional discussion with a decision prudent to address issues and prevent further damage.

Hildreth House Phase II (connector and upgrades)

Architect Tom Lam came to review the connector design and associated cost estimates. Council on Aging Chair Beth Williams and Subcommittee Chair Guy Olivia were also present. Lam said the connector includes an extension of the vestibule from the Phase II building and accessible ramp. He explained additional work in the Hildreth House is limited to enclosing a small portion of the porch, installing fire suppression system and adding insulation in the attic. Lam explained this proposal will have a minimal impact in an effort to avoid seismic upgrades. Williams and Olivia reported the Council on Aging and the Phase II subcommittee understand why this exercise was necessary. They are not opposed to the connector but remain neutral on this issue. Lam will provide more refined soft costs and prepare elevation drawings for the next Council on Aging meeting

Town Administrator Report

The report included the following items:

- Announced Charles A. "Cappy" Perry Jr., Harvard's former Police Chief, passed away on January 6, 2020 at the age of 75.
- Distributed a map of the Thayer Property that was handed out at the Community Outreach meeting that was held on Thursday, December 19, 2019 at Town Hall at 7PM. The Police Chief has a meeting with prospective operators this week.
- Congratulated the Police Chief for his handling of the recent protest on the railroad tracks. Bragan thanked him, his department, Fire Department and District 8 Response Team. The chief is planning on sending the Protesters' organization a bill for the cost of the response.
- The Massachusetts Department of Agriculture, which oversees Animal Control, is requiring education training, for all Animal Control Officers (ACOs) we are working with our ACOs to see if they are willing to take the required training.
- Citizens' Housing and Planning Association (CHAPA) informed the town of prior deed riders (Trail Ridge early units) and the Universal Deed Rider (UDR) that have the potential for affordable units to fall off our rolls and the new UDR does not. CHAPA is asking if we would like them to work with older affordable unit owners at Trail Ridge to switch to the UDR. The ZBA members have all agreed that would be ideal, so as to not lose units from the Town's inventory. The Select Board members agreed as well.
- The MART van issue is persistent as they contend that we are responsible for the damage to the van that we claim we are not. He has sent them an email asking for proof the damage occurred while in our custody and not theirs.
- Representative Jennifer Benson has resigned and with that it has added to the voting necessary. This is especially true for March 3rd which is the Presidential primary and will now have a separate primary for the Representative seat and a special election on the 31st of March.
- He reviewed the Special Municipal Employee designation and believe that one committee, if not more, may need this designation. The Permanent Building Committee has several members that hold multiple committee positions and as such could be in conflict if having to act before another committee. He suggested we make this designation now so that everyone is covered.

- Bragan reminded the member that the Permanent Building Committee asked for input on their draft policies for discussion at an upcoming meeting.
- The DPW Director priced a permanent generator for Town Hall. The cost came in at t \$50,980. If need be renting a portable one in an emergency will suffice.
- The Pond Road Wells Chlorination System Kick-off meeting is coming up. Currently only Phase 1 has been authorized. As things progress he will provide updates.
The Snow and Ice Budget is already near empty. Deficit spending has been authorized under the law.
- A request came in to establish a gender neutral restroom at Town Hall. Signs will be installed offering this accommodations at Town Hall and the Old Library.
- The Transfer Station holiday hours worked well and kudos to DPW Director Tim Kilhart as this is the first year there were no complaints about the paper and cardboard dumpster being full on Saturday.
- All small warrant articles are due to my office by January 15, 2020.
- Town reports are due to Julie by Monday, January 27, 2020.
- The Moderator is still looking for two people to serve as Associate Members on the Finance Committee.
- Carlson Orchards has submitted another request for a Farmer Series Pouring Permit. A hearing will be held at the January 21st meeting.
- Certificate of Appreciation was signed for Ambulance Service member Linda Mara for her 20 years of service

Finalize Annual License

Executive Assistant Julie Doucet announced the auto amusement license for Harvard Bowling Lanes was ready for signature and all other licensees were current on their requirements for renewal.

Master plan updates

The Select Board members reviewed their assigned tasks. Many of them have been satisfied or are currently underway. The formation of the Harvard Devens Jurisdiction Committee is a step in the right direction with respect to the Devens items however it was noted these are multi-year tasks.

Select Board Reports

Maiore confirmed DPW Director Tim Kilhart will be present at the next meeting to give a report on the Transfer Station usage now that the SMART program has been underway.

Von Loesecke reported MAJIC is doing a great job compiling with accuracy the Affordable Housing Inventory.

The meeting was adjourned at 9:50pm

Documents referenced:

Kelly-Joseph vol form – dated 6.13.2019

Crystoff vol form – dated 10.11.2017

Fire Station Feasibility and Needs Assessment – dated 1.3.2020

CPIC ranking – dated 1.8.2020

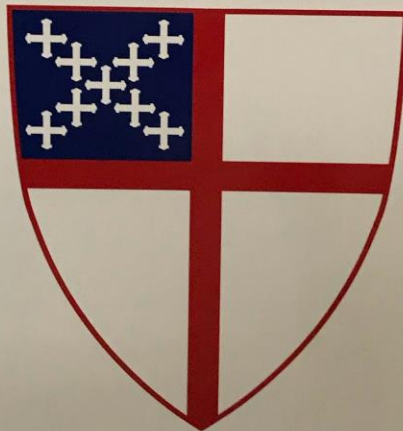
Taxpayer projections – dated 1.8.2020

Hildreth House Phase II cost estimation narrative – dated 12.31.2019 w/draft budget and connector design

HEAVY-DUTY INSTANT
CABALLETE PARA ARMAR DE USO
CHEVALET ULTRA-SOLIDE INST



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Downtown Ayer
www.standrewsayer.org

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

Worcester, SS.

To the Constable of the Town of HARVARD

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Special State Elections to vote at

Precinct 1, The Bromfield School, 14 Massachusetts Avenue

on **TUESDAY, THE THIRTY-FIRST DAY OF MARCH, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Special State Election for the candidates for the following offices:

REPRESENTATIVE IN GENERAL COURT . . . FOR THE 37th MIDDLESEX DISTRICT

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of February, 2020.

SELECT BOARD OF HARVARD

I hereby certify that I have posted three attested copies of the warrant for the Special State Election, one at Town Hall, one at the Post Office in Harvard, and one at the Post Office in Still River, as directed by the vote of the Town, seven days at least before the time of holding said meeting.

_____, 2020.
Gregory Newman, Constable (month and day)

Warrant must be posted by March 24, 2020, (at least seven days prior to the March 31, 2020, Special State Election).



① EXTERIOR ELEVATION NORTH
1/16" = 1'-0"



② EXTERIOR ELEVATION SOUTH
1/16" = 1'-0"



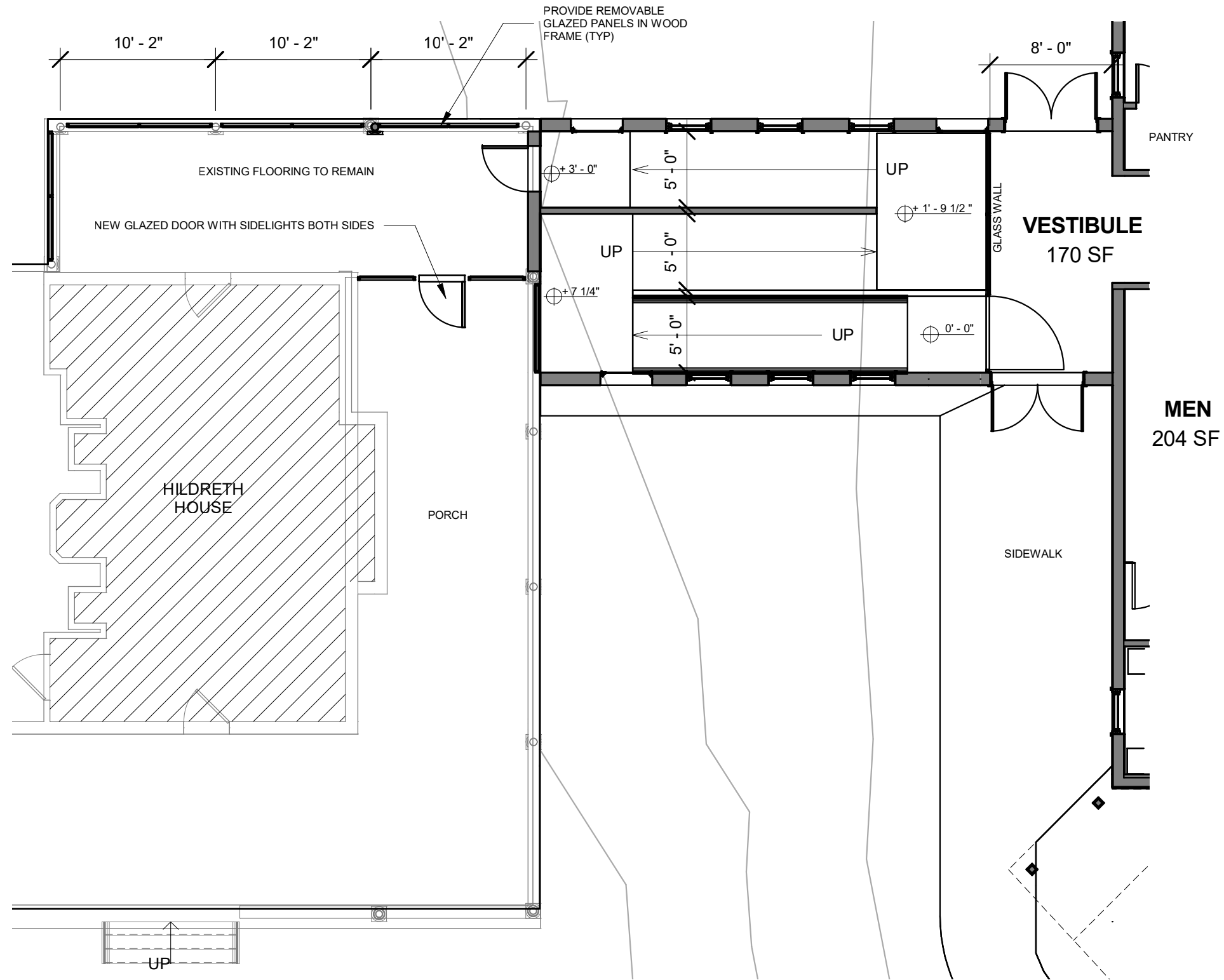
TOWN OF HARVARD
15 ELM STREET, MA 01454

EXTERIOR ELEVATIONS (NORTH & SOUTH)

01/17/20

DAI DIGIORGIO
ASSOCIATES
INCORPORATED
A LiRo Group Company

19-157-2094



1 FIRST FLOOR
 1/8" = 1'-0"

01/17/20



TOWN OF HARVARD
 15 ELM STREET, MA 01454

ENCLOSED RAMP OPTION

DAI DIGIORGIO
 ASSOCIATES
 INCORPORATED
 A LiRo Group Company

19-157-2094



① FRONT ELEVATION
1/8" = 1'-0"



② BACK ELEVATION
1/8" = 1'-0"



TOWN OF HARVARD
15 ELM STREET, MA 01454

CONNECTOR ELEVATION

01/17/20

DAI DIGIORGIO
ASSOCIATES
INCORPORATED
A LiRo Group Company

19-157-2094