



Posted 1.28.2021 at 4:30pm by JAD

**SELECT BOARD
AGENDA
Tuesday, February 2, 2021
7:00pm**

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

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Feb 2, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81195775452?pwd=dFMxK3FrUXk3Z2NOMjZBby83VEZlQT09>

Meeting ID: 811 9577 5452

Passcode: 211619

Find your local number: <https://us02web.zoom.us/u/kb6J977uVG>

Dial by your location

+1 253 215 8782 US

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Find your local number:

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,123906012# US (New York)

Agenda Items

- 1) Update on vaccination roll out in the area (7:00)
- 2) Public Communication (7:30)
- 3) Town Administrator Report - miscellaneous issues & discussion items (7:35)
- 4) Approve minutes 1/19 (7:50)
- 5) Action/Discussion items:
 - a) Act on Select Board appointment policy
 - b) Discuss Old Library lease addendum
 - c) Update on LED streetlight program
- 6) Select Board Reports

***Next Regular Select Board Meeting
Tuesday, February 16, 2021
7:00pm***

Select Board Minutes

Tuesday, January 19, 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:

Alice von Loesecke, Stu Sklar, Lucy Wallace, Stu Sklar Kara Minar was absent.

Town Department attendees:

Assistant Town Administrator/HR Director Marie Sobalvarro and Executive Assistant Julie Doucet

Cell Tower on town land - Request for Proposals (RFP)

Assistant Town Administrator Marie Sobalvarro provided the board with a draft RFP for lease of land for installation and operation of wireless communications equipment. She asked for their specific input on the criteria section. She also asked if any members might have interest in assisting her on how the criteria should be evaluated. The members agreed the primary goal for this RFP is to increase coverage in the south/southeast portion of town. They discussed preparing a second request for a full assessment of overall coverage in Harvard. Sobalvarro reported Town Administration Tim Bragan has inquiries into town counsel on lease terms and pricing. Sobalvarro will incorporate changes based on feedback this evening, will have a final review and prepare advertisement. In addition, they will reach out to Isotrope LLC. (specialize in communications technology) for guidance on how to attain technical expertise with mapping.

Public Communication

Alice von Loesecke, Select Board, was approached by Arm & Arm asking the Select Board to help promote equality and acceptance in light of recent events. They seek collaboration from the Select Board on a statement of beliefs for Harvard.

Paul Green, Energy Advisory Committee (HEAC) member, reported the HEAC has voted to endorse letter of support for the new net zero stretch code. The committee is asking the Select Board to support as well. Green will follow up with Select Board member Kara Minar to share the details on this with the board.

Maureen Reitman, 72 Mass Ave, offered to assist Marie Sobalvarro with the cell tower RFP process. She is an abutter interested in preserving the natural condition. She noted public safety should not be an issue as the town invested to make sure first responders have what they need.

Emily Ferguson, Glenview Drive, asked when her request to the Select Board would be discussed. Alice von Loesecke apologized as this item was not on the agenda. They will add her request to the next agenda.

Assistant Town Administrator Report

Marie Sobalvarro reported on the following items:

- Another Basic Service mailing, for electrical aggregation, was sent out this past Friday, 1/15, as a consumer notification letter and opt-out card will be sent to anyone in Harvard who is on Basic Service but hasn't already been mailed to (e.g. residents who are new in town, residents who have ended a third party contract and switched back to Basic Service, etc). The mailing informs residents about the Town's Program, shows them the savings over Basic Service and allows them a 30-day opt-out period before being automatically enrolled.

- The Solar panels atop HES have to be declared surplus in order for them to be able to be properly disposed.
By a roll call vote, Wallace -aye, Maiore – aye, Sklar – aye, von Loesecke – aye, to declare solar panels as surplus.
- Finance Committee is meeting with the Finance Dept. (7 pm), Fire (7:15 pm) and Police (7:45 pm) Departments tomorrow night to review their budgets. All questions and department responses have been distributed.
- The State has come up with a consensus revenue number this past Friday. The next step is the governor’s budget, which will provide us with our first preliminary budget numbers for FY22 State budget.
- Town Hall has moved back to Team A and Team B scheduling due to the heightened numbers of the COVID-19 virus in the State. On this topic, one of the staff is currently quarantining and will be tested in a couple of days. This is why we put this in place and it will continue until the end of the month.
- Town Report notice went out weeks ago and Julie has set next Monday, January 25, 2021 as the deadline for getting reports to her.

Minutes

By a roll call vote, Wallace – aye, Sklar – aye, Maiore – aye, von Loesecke – aye, the board voted unanimously to approve 12/15 minutes, as amended.

By a roll call vote, Wallace – aye, Maiore – aye, von Loesecke – aye, Sklar – abstain, the board voted to approve minutes 1/5, as presented. Sklar abstained as he was not present at the 1/5 meeting.

Review and discuss revisions to appointment policy

Executive Assistant Julie Doucet distributed a marked-up version of the current policy she and board member Kara Minar worked on. The board members created an operational goal for FY21 to revise their current policy to clarify the reappointment process, begin earlier in the year, set clear deadlines, decide upon specific criteria blending institutional knowledge while encouraging new volunteers and more Select Board liaison involvement in the process. The board members made some revisions and set some specific dates. Doucet will incorporate changes for final approval at the next meeting.

Discuss OPEB/Free cash policy during financial crisis

Marie Sobalvarro is working with the Finance Director to confirm the stabilization fund balance. The town’s current policy requires free cash be moved to the stabilization fund which must be 5% of the omnibus budget. A town bylaw requires the 5% minimum. The board is currently awaiting the Governor’s budget with the local aid figures. They discussed the possibility of additional aid to cities/towns from the federal government. Sobalvarro indicated expenses submitted for reimbursement through the Cares Act have been extended through then end of 2021 however response on expense submittals from FEMA has not yet occurred. Alice von Loesecke cautioned utilizing one time funds to balance budgets. Sobalvarro expects unemployment expenses to increase if layoffs occur and health insurance costs to increase as well. The board agreed to delay drafting a policy at this time.

Budget Review Policy

Sobalvarro asked the board to provide guidance on how they intend to approach budget requests this year. The board was in agreement instead of a broad-brush approach they favor viewing elements on a priority basis. Sobalvarro reminded the members to begin thinking about this as they review budget questions/answers.

Review FY21 goals and action items – additional space needs for the Council on Aging (CoA)

Alice von Loesecke noted included in their FY21 goals is the additional space needs for the CoA. CoA Liaison Lucy Wallace said the CoA is still in need of space but have decided to push their capital request out another year. They are mindful of the growing population and the reality all needs cannot be met within the Hildreth House alone. The pandemic has made extending services more difficult with no physical gathering however delivery of meals, Zoom exercise classes, morning coffees as well as bridge games have been well attended. They are committed to expansion. CoA Chair Beth Williams is hopeful with the vaccine coming use of the porch in the better weather months will help. She reported an increase in outreach for those who are not technology savvy and fear many may slip through the cracks.

Select Board Reports

Alice von Loesecke reminded everyone to take the Visual Preference Survey online. She mentioned the Board of Health (BoH) is considering a potential vaccination clinic in Harvard. She has done some research noting how lengthy and involved the requirements are. It was decided to invite the BoH to the next meeting to discuss further.

Rich Maiore reported the Bromfield House Committee has a survey out asking for ideas. He expects to come with a recommendation in late February. He said the Planning Board continues work on their senior housing plan and have spoken with the Hazel family about a possible restaurant on their property near route 2. In addition, they are concerned with costs for the Ayer Road Study and are investing in more efficient ideas.

Stu Sklar reported about an idea he heard from the town moderator about trying to combine Transfer Station services with the town of Boxborough. Marie Sobalvarro has reached out to Boxborough about regionalizing possibilities. She reported municipal solid waste bids are due this week.

Lucy Wallace reported the grant to the MCC grant was submitted. They have revised the budget bringing cost down. She said the Harvard Devens Jurisdiction Committee is meeting to review the MOU and are planning an update for February.

By a roll call vote, Wallace –aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to enter into executive session at 9:15pm as per MGL 30A Sec. 21.3 to discuss strategy with respect to litigation and collective bargaining as an open meeting will have a detrimental effect on both the litigation and bargaining position of the Town. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 9:40pm.

Documents referenced:

Draft RFP – dated 1.19.2021

Draft Appointment Policy – dated 1.19.2021

FY21 goals

APPOINTMENTS

The Select Board makes numerous appointments each year, most of which require a majority vote. Section 3-2 (b)2 of the Charter, however, requires the Board to appoint by no fewer than 4 members, the following: Planning Board, Board of Health, Cemetery Commission, Community Preservation Committee, Constable, Historical Commission, Park and Recreation Commission, and Tree Warden. Appointments are generally made for one or three years in length. Appointments shall not be made for more than three years unless specifically allowed by State Law. Appointments generally are made by June 30th of each year. In the case of appointments, no second to the nomination or motion will be required prior to Board action.

Whenever possible, the Board will seek to appoint members from diverse backgrounds and fields of expertise, so that a true cross section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable. Vacancies could be advertised in the local paper as well as on Cable TV. Appointments should be based on merit and qualifications rather than political merit.

The Select Board liaison will as needed:

1. Assist the committee/board in developing criteria for the vacant position.
2. Assist the committee/board in balancing institutional knowledge while encouraging involvement of new volunteers.
3. Assist with succession planning and or term limits

The Executive Assistant shall:

1. Provide by February 1st a list of the positions up for reappointment and any current vacancies to be filled to the Select Board members.
2. Notify the SB liaison and Chair of the appropriate board or committee regarding reappointment or the filling of vacancies.
3. Notify incumbents and request their statements of intent regarding reappointment by March 15. Advertise annual appointments on town website.
4. Notify Committee/Board Chairs recommendations and any new volunteer forms are due by May 1st to accommodate the annual appointment process in June.

If a vacancy occurs on a Board or Committee appointed by the Select Board or a newly formed committee is created the following procedures will be used to fill the vacancy. (It is the responsibility of the Chair of the Board or Committee to notify the Select Board of all vacancies.)

1. The vacancy shall be posted on the town website and announced during the Select Board members' reports at the next regularly scheduled Select Board meeting; notice of the vacancy with a 30 day deadline for the submission of applications to fill the position(s) will be sent to the Town Clerk, local media outlets, and shall be posted on the Town's website and posted on the cable access bulletin board.
2. Residents who wish to be considered to fill a vacancy must complete a "Volunteer Application" (available on the town website) with all requests being delivered to the Executive Assistant or Town Administrator either in writing or by email. The application should contain all of their contact information including an email address, the name of the board they are interested in joining, why they are interested and provide a brief personal background/outline.
3. The Town Administrator's office will distribute copies of the Applicant's "Volunteer Application" to all Select Board members and to the Chair of the prospective Board or Committee for their review. The Select Board will schedule time on the agenda of their next regular meeting to act on the applications it has received.

4. The Select Board shall interview new Applicant(s) (interviews may be requested by the Select Board, but are not required, for re-appointments or for candidates who have previously served on a Committee or Board). All interviews/appointments shall appear on the agenda of a regularly scheduled Select Board meeting. It is the responsibility of the office of the Select Board to notify the Applicant(s) and the Chair of the prospective Board or Committee, of the time and place for the interview/appointment. With the exception of reappointments, the candidate(s) and a representative(s) of the prospective Board or Committee shall be present at the Board interview as may be necessary to facilitate the appointment.
5. The Select Board will review/discuss all nominees in public session, make the appointment(s) and notify the following parties of their selection: the applicant(s), the Board or Committee to which they are appointed, and the Town Clerk. Appointment criteria will focus on relevant expertise relating to the committee/board mission or geographic local, recommendation of committee/board and stated interest in committees' purpose and activities. All appointments shall run until June 30th in the year that the term expires, unless otherwise noted at the time of appointment or in the case of an elected office which shall expire at the time of the next town election.
6. In the event a vacancy is not filled within the required 30 days applications will be considered on a rolling basis until the position is filled.

ADVISORY COMMITTEES OF THE SELECT BOARD

Select Board members are permitted to serve as a voting member(s) on other boards or committees appointed by the Select Board.

The Board may appoint advisory committees to aid on matters under the Board's jurisdiction. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees shall be in writing and shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Select Board. Each committee must report at least semi-annually to the Select Board. The charge of an advisory committee shall indicate if it is to be disbanded upon the completion of their work. In addition, each Committee shall be provided with a Committee Handbook addressing issues such as conduct and compliance with the Open Meeting Law.

The Select Board shall engage in an ongoing review of all committees and determine whether a committee is a permanent (i.e., standing) committee, or an ad-hoc advisory committee. The charges and membership of advisory committees shall be reviewed periodically (annually at a minimum) to assess the necessity and desirability of continuing the committee. Reappointments shall be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement, relevant expertise, institutional knowledge, and the changing needs of the committee and the town.

It is the policy of the Select Board to appoint qualified citizens representing a broad representation of the town all to such advisory committees.