



**SELECT BOARD
AGENDA
Tuesday, February 25, 2020
7:00pm
Town Hall Meeting Room
13 Ayer Road, Harvard, MA 01451**

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

- 1) *Call Meeting to Order – Alice von Loesecke***
- 2) *Old Mill Road Pole Petition (7:00)***
- 3) *Commisison on Disability appointments: Davida Bagatelle & Abigail Kilcommins (7:10)***
- 4) *Public Communication (7:15)***
- 5) *Historical Commisison appointment Brandon Loughery and review of proposed Demolition Bylaw (7:20)***
- 6) *Finalize Carlson Orchards Farmer Series Pouring Permit conditions (7:30)***
- 7) *MassDevelopment update on Vicksburg Square (7:45)***
- 8) *Approve minutes from 1/21 & 2/4 (8:00)***
- 9) *Town Administrator report – miscellaneous issues & discussion items (8:05)***
- 10) *Action/Discussion Items:***
 - a) *Act on Pine Hill Village lottery plan***
 - b) *Discuss and act on proposed debt policy***
 - c) *Act on Change of Manager request for Shaker Hills Country Club***
 - d) *Endorse Caucus & Special State Election Warrants***
 - e) *Discuss Transfer Station sticker fee***
- 11) *Select Board Reports***

***NEXT SCHEDULED MEETING
Town Hall Meeting Room
March 3, 2020
7:00pm***

nationalgrid

JAN 29 REC'D

December 16, 2019

Town of Harvard

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit please contact:

Please notify National Grid's Vincent LoGuidice of the hearing date / time.

If this petition meets with your approval, please return an executed copy to each of the above named Companies.

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845. Phone 978-725-1392.

Very truly yours,

Pat Cody

Patrick Cody
Supervisor, Distribution Design

Enclosures

Questions contact – Autumn Kubiak 508-860-6446

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

**To the Board of Selectmen
Of Harvard, Massachusetts**

Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Old Mill Road - National Grid to install 1 JO Pole on Old Mill Road beginning at a point approximately 1040 feet northeast of the centerline of the intersection of Blanchard Road and Old Mill Road. Install 1 Stub Pole (P25-84) and Anchor across street from P25.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Old Mill Road - Harvard - Massachusetts.

No. 29044671 November 14, 2019

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a National Grid
BY Pat Cody
Engineering Department

VERIZON NEW ENGLAND, INC.
BY [Signature]
Manager / Right of Way

N/GRID

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS
To the Board of Selectmen - Harvard, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a National Grid and
VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND
TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and
permission to erect and maintain poles and wires to be placed thereon, together with such
sustaining and protecting fixtures as said Companies may deem necessary, in the public way or
ways hereinafter referred to, as requested in petition of said Companies dated the 14th day of
November, 2019.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the
points indicated upon the plan marked – Old Mill Road - Harvard - Massachusetts.

No. 29044671 Dated November 14, 2019. Filed with this order

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and
Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of
said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to
may be erected, and the number of poles which may be erected thereon under this order:

Old Mill Road - National Grid to install 1 JO Pole on Old Mill Road beginning at a point
approximately 1040 feet northeast of the centerline of the intersection of Blanchard Road and Old
Mill Road. Install 1 Stub Pole (P25-84) and Anchor across street from P25.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or
intersecting public ways for the purpose of making connections with such poles and buildings as
each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 .

Massachusetts City/Town Clerk.
20 .

Received and entered in the records of location orders of the City/Town of
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____, 20____, at _____ o'clock, M
at _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and
that we mailed at least seven days before said hearing a written notice of the time and place of said
hearing to each of the owners of real estate (as determined by the last preceding assessment for
taxation) along the ways or parts of ways upon which the Company is permitted to erect
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

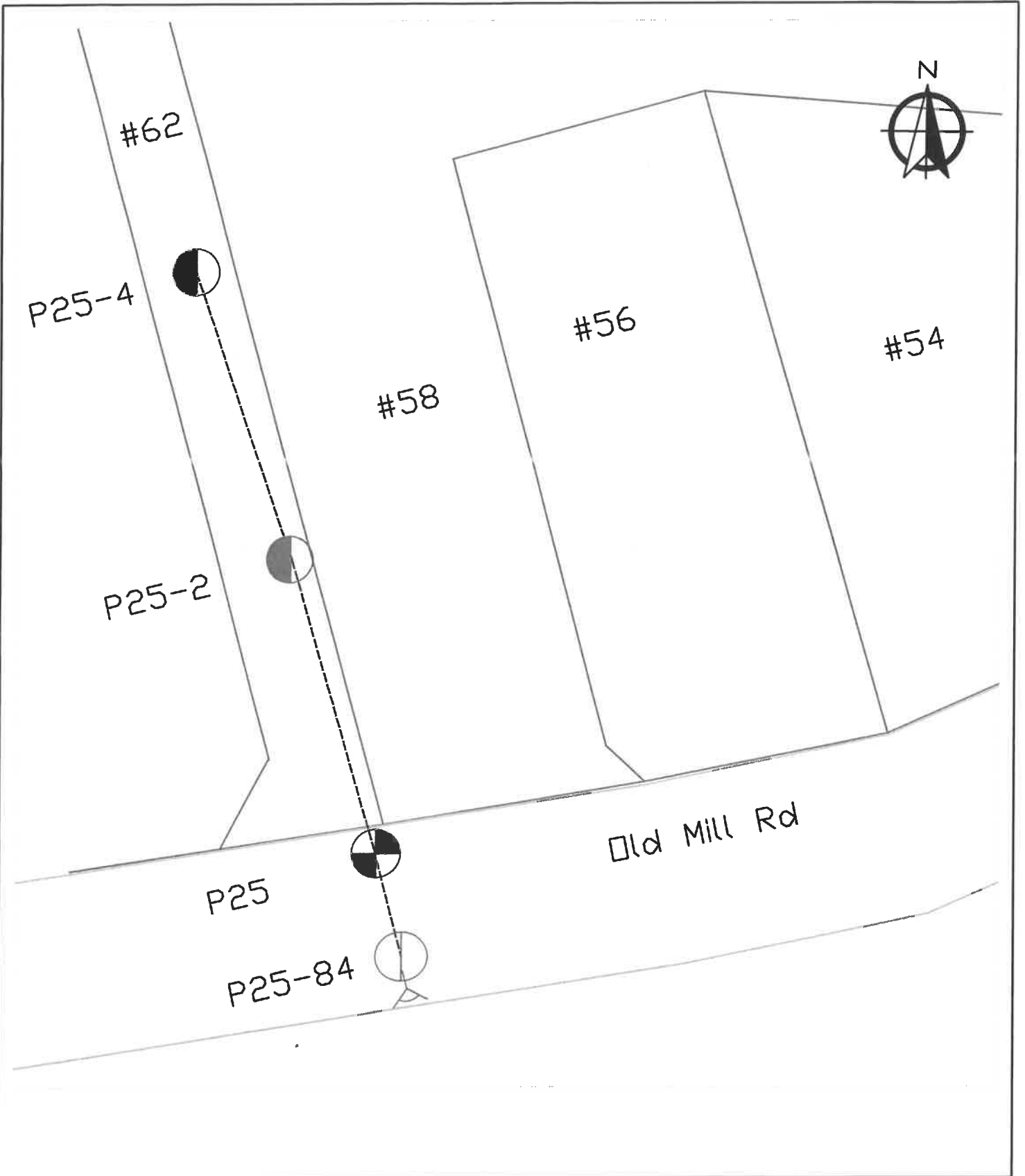
.....
.....
.....
.....





Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the _____ of the City of
Massachusetts, on the _____ day of _____, 20____, and recorded with the
records of location orders of the said City, Book _____, Page _____. This certified copy
is made under the provisions of Chapter 166 of General Laws and any additions thereto or
amendments thereof.

Attest:
City/Town Clerk



LEGEND	Petition Sketch	Date: 11/2//2019
<ul style="list-style-type: none">  EXISTING JO POLE  PROPOSED PRIVATE POLE  PROPOSED STUB POLE  PROPOSED ANCHOR & GUY 		62 Old Mill Rd Harvard, MA
<p style="text-align: center;"><u>Exhibit A - NOT TO SCALE</u></p> <p>The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.</p>		nationalgrid

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: ackilcommins@gmail.com

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

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 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:

Feb 14, 2020

Applicant Information:

Name: Davida Bagatelle

Address: 62 W Bare Hill Road, Harvard, MA 01451

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

Email Address: davidabag1@gmail.com

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

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:

Board of: Harvard Public Library Trustees and Trust, Inc. (199x-2020);
Harvard Farmers Market- 10 years); HPS: Long Range Plan Committee
(200x) Diversity Equity and Inclusion (2018-current), Fundraising and
Landscape Committee for HPL Building Campaign (1997-98),

Do you have any time restrictions? At this time, YES; Summers, NO

Are you a registered voter? YES

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

HPS, Special Educator; Inclusion and Transition Planning Specialist

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.

Over 40 years in the field in Special Education, Community Inclusion, Vocational Training

Received by Town of Harvard Processed by on 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: January 22, 2020

Applicant Information:

Name: Brandon Clark Loughery

Address: 21 Still River Road, MA 01451

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

Email Address: bcloughery@gmail.com

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

Harvard Historical Commission

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:

N/A

Do you have any time restrictions?

YES

NO

Yes - not available during traditional work hours, 8AM-6PM M-F

Are you a registered voter?

YES

NO

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

Director of Commercial Product Strategy at Aetna, a CVS Health Company

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.

-Educational Experience that Aligns: Earned Master's Degree in Arts Management from Carnegie Mellon University (College of Fine Arts and Heinz College)

-Historic Preservation part of my DNA: Grew up in a 1785 stone farmhouse in West Virginia; actively participated in restoration and preservation

-Business Savvy a Core Capability: Currently lead investment activities for Aetna's commercial line of business; products touch more than 15 million lives annually

Received by Town of Harvard

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

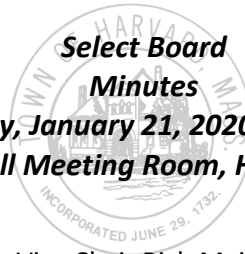
Carlson Orchards, Inc.
115 Oak Hill Road, Harvard, MA 01451
Farmer Series Pouring License Conditions

1. The Farmer Series Pouring License may be exercised only ~~will be in use~~ in the area delineated on the attached plan (the "licensed premises").
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 and holidays observed on Mondays holidays. ~~All patrons shall leave the premise no later than one hour after alcoholic beverages are sold and no amplified sound.~~
3. No alcoholic beverages shall be served on the licensed premises prior to 11:00 AM or after 8:00PM on Fridays and Saturdays. Alcoholic beverages shall not be served on the patio or after 6:00 PM on Friday and Saturdays. Alcoholic beverages may be served after 6:00pm and up until 8PM only in the taproom and covered porch.
- ~~3-4.~~ All patrons shall leave the licensed premises no later than one hour after the end of alcoholic beverages are being served ~~and no amplified sound will cease at that time.~~ ~~amplified sound.~~
- ~~4-5.~~ No person under the age of 18 shall be allowed to handle, serve or sell any alcoholic beverages on the as per Massachusetts General Laws Chapter 138, Section 34.
- ~~5-6.~~ 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.
- ~~6-7.~~ All alcoholic beverages must be produced by the Farmer Winery or for the Farmer Winery under its label as per Massachusetts General Laws Chapter 138, Section 19B(n).
- ~~7-8.~~ Any outdoor lighting must comply with the Town's lighting by-laws as set forth in Section 125-40 of the Town Code.
- ~~8-9.~~ Parking on premises shall not ~~not to~~ exceed 350 automobiles ~~cars~~. No on-street parking is allowed. Carlson Orchards, Inc. shall ~~will~~ be responsible for having people ~~monitoring~~, directing and enforcing ~~these~~ se parking conditions and will immediately notify the Town of Harvard Police Department ~~police~~ when someone ignores the parking restrictions ~~enforcement~~ and parks on either side of Oak Hill Road.
- ~~9-10.~~ The licensed premises ~~Licensed Facility~~ must comply with the occupancy designation and limit, as determined by the Town's Building Commissioner in accordance with the Massachusetts State Building Code, at all times and when special ~~any~~ events occur ~~are happening~~ where there will be an estimated 100 or more attendees/participants, at which events ~~then~~ a pPolice detail will be necessary and must be arranged ~~coordinated~~ in advance.

~~10.11.~~ An entertainment license pursuant to M.G.L. Chapter 140, Section 183A or M.G.L. Chapter 136, Section 4, will shall be required for any entertainment event held under this license.

~~11.12.~~ The renewal of this license will be done by the Select Board at a full public hearing notice of in which shall be it-is advertised in a newspaper with general circulation in the Town of Harvard and abutters shall be notified in writing.

DRAFT



**Select Board
Minutes
Thursday, January 21, 2020 at 7:00pm
Town Hall Meeting Room, Harvard, MA**

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

Carlson Orchards – Farmer Series Pouring Permit Hearing

Rich Maiore opened the hearing by reading the legal notice. He explained how the hearing would be conducted and that no formal votes will be taken tonight. The hearing will be continued to the next meeting when their fellow board members can be present.

Maiore invited applicant Frank Carlson along with his lawyer John Connell to come forward and explain the request. Connell is serving as legal representation for Carlson Orchards Inc. for this license request. Carlson Orchards is well known in town and currently holds a farmer winery license to make hard cider under Chapter 138 19B. Connell indicated the building recently built on their property is where they are seeking approval for a Farmer Series Pouring Permit. He explained if this permit is granted it will allow Carlson Orchards to pour their cider in a defined premise located on the orchards and contiguous and appurtenant to the winery. Connell said this has become common practice in an effort to help farmers sustain the cost of farming and production of their product. They do anticipate holding events at this location however an entertainment license is not being requested at the time. Carlson Orchards is seeking approval to offer pouring on Thursdays & Sundays from 11am to 6pm and Friday & Saturdays from 11am to 8pm.

Applicant Frank Carlson said his family has chosen this path as a way to maintain sustainability for the farm now and in the future. He has witnessed huge changes in the apple industry and anticipates more to come. He believes the only orchards that will survive are those that diversify.

Connell explained legally the town must decide if there is a public need for the license and if the community wants to grant it or not. He presented the Select Board with a signed petition from approximately 427 residents who wish to go on record to support the Application of Carlson Orchards, Inc. for a Farmer-Winery Pouring License to be used at Carlson Orchards Farm, 115 Oak Hill Road, Harvard, MA 01451. They believe there is a public need for this license to be exercised at this location, and they believe this business will be a great benefit to the Town of Harvard.

Maiore opened the hearing for questions from the board members

Kara Minar asked for clarification on the legislation under Chapter 138 19b that allows production of wine and hard cider fermented products. Connell explained currently, Carlson Orchards is able to manufacture wine and/or hard cider for direct shipping and to sell it for off premise consumption. This additional section of the law will now allow his client to pour his product on the premise. Minar asked about other products being poured under the Carlson name. Connell said it is permissible for Carlson Orchards to contract with another winery if they are unable to meet the demand. However it is unlikely this would be necessary but it can legitimately be done.

Lucy Wallace recommended the board focus on what is being requested for this coming year and not presume a scheme that is not being proposed. She agrees the community impacts specific to this application are important to consider and conditions should be drafted to address them.

She anticipates an annual entertainment license request in the future when the board can concentrate on matters related to events at this location. She remembers a similar process with Fruitlands Museum.

Rich Maiore asked for further clarification on the broad definition of what products can be poured. Connell explained the statute allows products that are produced by or for the winery and sold under the winery brand name.

Wallace asked for explanation on the license premise capacity number and square footage. Connell explained the 99 is capacity for only the building not the porch or patio areas. Wallace suggested noting this in the application.

Minar suggested the summary included with the application be clear as to the entire property area versus the licensed premise. Connell confirmed the licensed premise will be limited to the building, porch and patio. Patrons will not be permitted to wander freely throughout the property.

Maiore asked why Carlson Orchards Inc. withdrew their first application which was submitted back in July 2019. Connell explained an abutter submitted a taxpayer petition to the Alcohol Beverages Control Commission (ABCC) signed by 25 residents appealing granting of the license. He was not representing Carlson Orchards at that time. He named attorney William Kelly (former counsel for the ABCC) as the attorney that was hired to sue Carlson Orchards Inc. Connell said Kelly was able to find fault with the application making the approval process difficult and expensive. He advised Frank Carlson to withdraw and reapply. Frank Carlson admitted he had missed the busy season anyhow therefore this appeared to be the best option.

Maiore asked how they will control noise and parking if there is an increase in attendance at the farm. Frank Carlson has always had staff to direct vehicles for parking and no parking signs for Oak Hill Road. In addition, he will have staff at the door and on the patio to enforce designated areas for cider consumption. He fully understands compliance is their responsibility.

Direct abutters to the orchard

Todd Fisher, Oak Hill Road, owns the house directly across the street from Carlson Orchards. He is supportive of privately owned businesses success. He had live there for three years and has witnessed the peach festival. He trusts the Carlson's will do what they say and will continue to be good neighbors.

Chris Green, 102 Oak Hill Road, asked if neighbors would have an opportunity to speak later in the meeting. Assistant Town Administrator Marie Sobalvarro referred to the Select Board hearing procedures that allow for abutter comments and/or questions first and then public input from those in favor and opposed.

Don Green, Oak Hill road, expressed concern for safety on Oak Hill Road. His grandchildren can ride their bikes to and from his home currently and he does not want that to become a safety issue. In addition, he has 80 acres of farmland on Oak Hill Road and has to travel by Carlson Orchards to get to it. His top priority is for traffic safety for him and his family.

Mark Finnegan, 106 Oak Hill Road, has been a neighbor to Carlson's for 25 years. They have always been responsible respectable neighbors and making a decision to grant this permit to people who are trustworthy and have integrity is not wrong to him. He sympathizes with business concerns of farmers that are in a vulnerable place. This is another economic way for them to survive. In a year we will have a better sense of how things will operate but he is optimistic. He believes if any business in town were to do this Carlson's is the best choice. If we do not help farms in our town there will surely be more sales of property and 40B developments which pose a whole host of other problems. He thinks development would be cause for more traffic than a tap room will.

Stephanie O'Keefe, Oak Hill Road, wanted to clear up misconceptions about their concerns. No one said they should not be able to open a tap room however it should not be at the expense of the neighbors. She lives on Oak Hill Road with her family and this could affect their neighborhood negatively. She is concerned about the occupancy numbers specific to the number of vehicles, impact by nighttime lighting and noise. She asks the hours reflect normal business hours bearing in mind this business is located within a residential neighborhood.

Kerri Green, Oak Hill Road, echoes exactly what O'Keefe included in her statement.

Public opposed

Judith Schutzman, 70 Littleton County Road, spoke about how dangerous the roadway is and feels it is irresponsible to trust it will just work out. No one can anticipate what may happen and this doesn't mean the Carlson's are not good people.

Gwen Leonard, Woodchuck Hill Road, understands business development is excellent for the economy. She supports farms and business development in general. She also supports protection of the scenic roadways in Harvard. She believes they are the heart of what defines Harvard. She mentioned the need for more speed limit signs. Leonard asks the board to make safety a priority over economic development. She also asked for a noise ordinance and commented about littering along roadways.

Andrew Bunce, 81 Slough Road, likes Carlson Orchards and enjoys the annual peach festival which is held once a year not every weekend. He is reluctant about their request when he hears 100s of people, food trucks and the idea of folks drinking and roaming around. He is hopeful nothing bad happens. Bunce admitted he signed the earlier citizen's petition however he was never aware of attorney involvement and believes many others who signed were unaware as well.

Susan Tarrant, 136 Oak Hill Road, has been a neighbor of Carlson's and Westward Orchards for 37 years and has always gotten along well with both orchards. Mostly concerned about entertainment on the property with respect to noise. She noted safety as one of her concerns referencing the terrible curve on Oak Hill Road. She also commented on how alcohol consumption can reduce a driver's response time. She loves her town and wants safety for children and all residents of town.

Laura McGovern, Old Mill Road, wants Carlson Orchards to succeed commenting on what a great example of a wonderful farmer. She too has concern for safety and assumes the Police Department has been asked for their input on the license request. Sobalvarro confirmed Police Chief Ed Denmark did review the application. He offered comment on the capacity numbers and when a police detail should be necessary. He has not commented specifically on any specific safety concerns however he will be consulted throughout the licensing process.

Jennifer Wilkins, Tahanto Trail, has been a resident for 16 years and has enjoyed the peach and apple festivals held at Carlson's. She was thrilled to hear about the new building but once she understood functions may be held there she does want to express her concern about an increase in traffic and those driving under the influence of alcohol.

Sarah Mentz, Slough Road, never thought there would be an establishment selling alcohol up the road from her. She loves the farms thus why she moved to Harvard and what makes it a special place to live. She is concerned about an increase in noise and issues that may arise with safety. She noted these are not main roads. She wants to support Carlson's but she does not want this to become more of a bar. She is happy to purchase their products and consume at home.

Chris Green, Oak Hill Road, said there was never any intent to sue Carlson Orchards. He learned the ABCC does not care about hours or other details specific to the license they leave those details up to the town. He is satisfied with the 6pm close time and feels it is safer and reasonable to not be open after dark.

Green noted the Farmer Winery licensing is a slippery slope basically allowing commercial businesses to exist in residential areas. He mentioned how this type of license allows for the sale of products from another winery as long as it is under the brand that is selling it. He provided additional information he found on Carlson Orchards that he wanted to share with the Select Board.

Don Green, Oak Hill Road, remains concerned when he hears cider and/or wine can be produced on premise or be manufactured elsewhere for sale by Carlson Orchards. He is unclear on all the legalities involved with type of licensing. He asked to see the letter from Police Chief Ed Denmark. Maiore read the letter aloud.

Public in favor

John Drummey, 24 Withington Lane, has lived in town since 1968 and even worked for the Carlson's at one time. He said over the last 20 years Carlson Orchards has been a huge supporter of the Harvard Lions Club. He said the Lions have relied on them heavily. You name it they have done it. He said they have also assisted with their scholarships as well. He is in favor of supporting farms even if that means thinking out of the box. John understands concerns being expressed. He trusts Carlson's will do what is right and supports their license request. He also noted most from out of town are coming directly from 495.

Bob O'Shea, Old Littleton Road, is not worried about more traffic considering the amount of commuter traffic in town already. He does not believe there will be any issues however he does understand the concerns being expressed. O'Shea also noted anyone serving alcohol must be TIPS certified. This means they are educated on signs of inebriation. He explained the individual is responsible not only the organization. He prefers support of agricultural tourism as opposed to the other option which would be development that would also increase traffic on our roads.

Wade Holtzman, 104 Bolton Road, owned and operated a farmer winery for nine years. He has also served as the director for the Famer Winery Association. He said Carlson's currently is allowed to sell his product and offer tastings. He supports their request to also offer pouring to their customers.

Gary Clements, Ayer Road, has worked with Carlson Orchards over the years and he said you will not find a smoother operation. He fully supports their request. He thinks living on Ayer Road is much more dangerous. We all need to be responsible for our own children and should not deny ideas in town due to what may happen.

Christian Bilodeau, Turner Lane, served as the town's Tree Warden for many years and runs a tree service business in town on Murray Lane. He remembers hardships on his business due to noise concerns. Eventually the town agreed his business was appropriate but the process created a hardship for his business. He wanted everyone to understand this license process is necessary but difficult for the business owner.

Jessica Moran, 89 Prospect Hill Road, supports preservation of the local farms understanding their effort to diversify. She lives near Fruitlands Museum and has had no issues.

Russell Shappy, Whitney Lane, owns Whitney Lane Farm and notices speed with commuters now traveling on Littleton County Road. He owns distilleries in South Carolina and said ownership requires rules and procedures to protect the business. He is supportive of Carlson Orchards and wishes them the best of luck.

Bill Johnson, Warren Ave, is a member of the Lions Club and has served on the Select Board in the past. He recalls discussions about liquor licensing. He emphasizes a consistent and fair approach to granting of licenses. When it comes to granting of licenses there are always concerns for traffic/pedestrian safety, noise and the impact on local neighborhoods. Johnson spoke of the licenses granted to the General Store where similar concerns arose. Ultimately economic viability and maintaining the cultural fabric of our community are of utmost importance along with being fair and consistent.

All written communication has been submitted into the record.

On a Wallace/Minar motion, the board voted unanimously to close the public comment portion of the hearing and continue hearing to the next meeting (February 4th) They will continue discussion and answer questions from the other board members who are not present.

Transfer Station Usage report

DPW Director Tim Kilhart and Transfer Station Committee Chair Tom Philippou came to give a report at the 6 months mark under the SMART (Save Money and Reduce Trash) Program.

They provided the following statistics:

- 260 ton decrease in household trash (23% reduction despite the initial clean out prior to the program beginning.
- Construction and demolition amounts have remained the same.
- Comingled (plastic & tin cans) remain about the same.
- Paper has remained about the same number of hauls however the haul cost has increased.
- Scrap metal has increased by about 12,000 lbs.
- Increase in electronic recycling
- Glass decreased by about 10 tons
- No decline in number of Transfer Station stickers purchased.

Although the program has been positive thus far, Kilhart cautioned the board on future issues to consider for example aging infrastructure, cost to install fiber optic line to replace punch cards, more personnel to operate features/security that are added to the program and hauling/disposal cost increases that are difficult to predict. Kilhart anticipates recycling to become more complex and difficult to manage. He encouraged the Select Board to seriously think about and discuss how best to move forward in the future. He will need to know where to concentrate his efforts for the FY21 budget season.

Old Library Accessibility Committee (OLAC) Final Report

Wallace presented the final report. She thanked the committee members for their hard work and requested thank you letters be sent. She said the committee encourages the Select Board to pursue fixing the old library roof.

Minutes

On a Minar/Wallace motion, the board voted unanimously to approve minutes of 12/10 & 12/19, as presented.

Assistant Town Administrator Report

FY21 Budget: The Finance Committee is meeting with Park & Rec and Tim Kilhart tomorrow night at 7:00 p.m.; on 1/29/20 the FinCom will be meeting with the School Committee. You are invited to attend these meetings. They also voted to feature Phase 2 Hildreth House for their Finance Committee Spotlight section.

Warrant articles with financial implications (a.k.a. 'small warrant articles') are due per bylaw by next Friday, 1/31; we'd ideally like to get these in earlier, by next Monday, 1/27 if possible.

Two additional budget numbers will be ascertained in the coming weeks: our Worcester Regional Assessment (released 1/23/20, budgeted FY20 at \$894k, projected FY21 ~ \$1M), and the health insurance premiums (released 2/10/20, projected between 4-7%).

Our contacts with the AFSCME (DPW Union Rep.) have not yet responded with dates for commencing negotiations for the DPW's FY21 contract rates; it is now most likely that this contract would be addressed at the fall Annual Town Meeting.

Zoning Enforcement Officer/Facility Manager Update: Salary negotiations are ongoing with a candidate who would secure a conditional appointment at onset, and migrate via Board of Building Regulations testing to a full appointment.

Old Library Front Entrance: Awaiting the final LW Bills invoice (estimated to be ~1k), the project will close with \$4951.49.

Old Library Roof: Grant submitted to the Mass Cultural Council for \$600k match; a retrospective review indicates their maximum grant award has been \$200k to their first-ranked recipients. Excerpts from our submission (a 3-year summary of financials for the facility, and tentative prospective timeline) included in your packets.

Hildreth House Connector: Thomas Lam provided the attached drawings today; she will send electronic copies to the Board tomorrow.

Ayer, Devens: The boundary dispute/investigation with Ayer has been the subject of ongoing discussions between Tim and Robert Pontbriand as recently as last week; Tim may have an update for your 2/4 meeting.

MassDevelopment is tentatively looking at Monday dates in June 2020 for scheduling a Super Town Meeting regarding changes for Vicksburg Square. Nothing has been confirmed nor solidified.

League of Women Voters will host a Volunteer Fair at the Library in Volunteer Hall on Saturday, February 8th from 1:00-3:00 p.m. Town organizations are most welcome to participate.

The Commission on Disability is seeking members, and the Finance Committee is seeking 2 alternate members.

Annual Townwide Roadside Trash Cleanup & Garlic Mustard Pull

Organizers Paul Green and Brian McClain came to answer any questions and to formally request the weekend of Thursday, April 23rd thru Sunday, April 26th. On a Wallace/Minar motion, the board voted unanimously to expenditure for roadside clean up.

Cultural Council Appointment

On a Wallace/Minar motion, the board voted unanimously to appoint Rich Marcello to the Cultural Council.

Presidential and Special State Primary Warrants

On a Wallace/Minar motion, the board voted unanimously to endorse the Presidential Primary and Special State Primary Warrants for March 3rd 7am 8pm.

Select Board Reports

Sobalvarro reported two items being auctioned on GovDeals (dump truck & signs) close tomorrow.

Wallace thanked the Warner Free Lecture for the wonderful community showing of Little Women. It was a wonderful gift to the town.

Minar mentioned the sudden passing of resident Ed Frackiewicz who was a long time sport coach in town. She will draft a letter to his family from the Select Board.

The meeting was adjourned at 9:20pm.

Documents referenced:

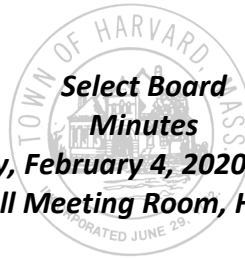
Carlson Orchards Farmer Series Pouring Permit application – dated 1.7.2020

Transfer Station usage report – dated 1.15.2020

OLAC final report – dated 1.14.2020

Annual Townwide Roadside Trash Cleanup request – dated 1.12.2020

Warrants –dated 3.3.2020



**Select Board
Minutes**

**Tuesday, February 4, 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 Rich Maiore, Stu Sklar, Lucy Wallace and Kara Minar were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Commission on Disabilities

Carolyn Leuscher came seeking appointment to the newly formed Commission on Disability. Leuscher has recently experienced health issues that have given her a new appreciation for the challenges of those who are disabled. She is compelled to help and feels this is a great opportunity to do so. The board members thanked Leuscher for stepping forward. On a Minar/Wallace motion, the board voted unanimously to appoint Carolyn Leuscher to the Commission on Disabilities.

Carlson Orchards - Farmer Series Pouring Permit

Von Loesecke explained the public input portion of the hearing was closed at the January 21st meeting. She announced four additional letters have been received and will be considered during their deliberations.

Wallace noted once the board has completed their review and approved the application all required documentation along with the license conditions will be sent to the ABCC. After the ABCC vetting process is complete they will return with their approval or disapproval. If approved, the board will then vote to issue the license. An entertainment license for events on this property will be addressed when an official request comes before the board.

The board began by reviewing the draft conditions they established at the hearing held last summer. Minar and Maiore were reluctant about the 8pm closure on Fridays and Saturdays. They asked to have the conditions reflect neighbor concerns with respect to noise after dark. Wallace offered a compromise in an effort for consistency with other licensed establishments in town.

The board members were agreeable to the conditions making the following revisions:

- Include Monday holidays with the Thursday and Sunday hours of 11am – 6pm which allow pouring.
- Require closing of the taproom 1 hour after the last alcoholic beverage may be poured and cease further amplified sound.
- Allow pouring to continue on Friday and Saturdays in the taproom and porch until 8pm.

Maiore asked to have Town Counsel review the draft conditions prior to submission to the ABCC.

They talked about private versus public events. Town Administrator confirmed events held at the orchard under this Farmer Series Pouring Permit will require an entertainment license. In addition, they discussed capacity of the taproom, porch and patio.

They decided to approve the conditions in concept and send to Town Counsel for input and review.

On a Wallace/Maiore motion, the board voted to continue the hearing until the next meeting after response from counsel on the conditions.

Community Preservation Commission

Committee Chair Didi Chadran with fellow commission members Beth Williams and John Lee came to review their funding recommendations. 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. The warrant articles proposed for the ATM in May seeks funding for four of these applications either fully or in part. Below is a summary of the grant applications as submitted to the CPC and the funding recommendations.

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.
Historical Commission	Bromfield Stone Wall Restoration	\$89,200	Fund in full.
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.

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.

Minutes

On a Wallace/Minar motion, the board voted unanimously to approve minutes 1/7, as presented.

Town Administrator Report

Police, DPW, Fire, Conservation Agent, Nashoba Boards of Health Agents all responded to the water crisis over the weekend. This issue was under control and fixed by 1pm on Sunday thanks to Tim Kilhart and his crew at the DPW. Notices were handed out to every household and business in the district. Each house also received 3 cases of bottled water. These were distributed by the fire department and the Conservation Agent. Dr. Dwight was notified and involved and had to close the schools on Monday. The tank is filling up, testing of the water is being done and the School is open. The boil water order is still in effect until we get two clean test results back from the lab. I would like to thank all involved with this incident and especially Tim Kilhart and his crew.

Wednesday, Feb. 12th is the last day to register to vote for the upcoming Presidential Primary and State Primary for Representative Benson's seat. Also The Town Clerk has asked that the board appoint her daughter Brianna Kenney as an Election Official until August 31, 2020. This request is being made now as the Town Clerk just found out 5 of her election officials will not be here for the primary. On a Maiore/Wallace motion, voted unanimously to appoint Brianna Kenney as an unenrolled election official until August.

The Environmental Notification Form for the Carlson Orchard public water supply was filed with MEPA Office. He has also sent the attached Special Act to the legislature so that they can act on the easement approved by the Town.

Lucas Thayer has had a meeting in the Planning Board office and a meeting with the Police Chief since the Community Outreach meeting that was held on Thursday, December 19, 2019 at Town Hall at 7PM. Nothing else has happened and once we hear or receive anything we will notify the Select Board.

The boundary issue with Ayer continues to be pushed by the developer in Ayer. Bragan is working with Town Counsel on this.

He received an email from Jessica Strunkin, SVP Devens, inquiring about June 15, 2020 for a STM to deal with zoning for Vicksburg Square. He responded that the 15th was not doable from his perspective. The board agreed that June 15th was not doable.

The Finance Committee was inquiring about the disposition of the Bromfield House and they were informed that the School Committee voted to turn the building over to the Select Board once they no longer have an educational use for it and that will be May of 2021. The Select Board will have to come up with a plan in order to get Town Meeting approval in the fall of this year so that we can be ready and prepare to act once the building is vacated. .

MassDOT Chapter 90 apportionment for FY 2020 is \$385,844. This is ~\$35,000 more than originally anticipated.

Submission of a small warrant article for Minute Assistant Services to try and improve board and committee submission of minutes to the Town Clerk and Town Website. This we believe will provide for more timely and consistent submission of minutes. The amount requested was \$6,000. The current Committees that could use this service on a test basis are Park and Recreation, Permanent Building Committee, Personnel Board, and Water and Sewer Commission. Bragan clarified that this service would be used to pay someone to act as clerk (as opposed to creating minutes from a recording of the meeting).

Procurement Officer Marie Sobalvarro and DPW Director Tim Kilhart put an old dump truck and some old street signs out on a bid site and received a total of \$11,210.

Announcement of a pole petition hearing for Old Mill Road near Blanchard. The hearing will be held at the next meeting.

Town Reports submissions are past due.

The Moderator is still looking for two people to serve as Associate Members on the Finance Committee.

Bragan received correspondence about proposed marijuana legislation to increase oversight of host community agreements between marijuana businesses and municipalities. On a Maiore/Wallace motion, the board voted unanimously to have the town administrator contact Senator Jamie Eldridge to make it clear the Harvard Select Board opposes proposed marijuana legislation.

Bragan gave a copy of a draft debt policy for discussion at the next meeting.

Public Communication

Guy Oliver, Old Mill Road, asked what measures will be taken to avoid a repeat of the broken fire hydrant that occurred this past weekend. He suggested a shut off at the water tank itself. Bragan reported the Water Commissioners were meeting this week to discuss their options.

Sign Request

Bragan said St. Andrews parish in Ayer is requesting permission to install a sign on Route 110 at the Ayer/Harvard town line. St. Andrews has similar signs up in other locations. On a Maiore/Wallace motion, the board voted unanimously to approve request to install sign on town land.

Special State Election Warrant

On a Wallace/Minar motion, the board voted unanimously to endorse special election warrant for March 3, 2020.

Hildreth House Connector Warrant Article

Von Loesecke explained now that the cost estimates (approx. \$500,000) and designs for the proposed connector are completed the board must decide whether or not they will include a warrant article for the connector and sprinklers for the Hildreth House on the Annual Town Meeting warrant. Wallace and Sklar were disappointed by the designs. They think it will detract from the new building and are confident there are better uses for these funds. Wallace is unsure going to the town with this proposal when the board members are not all in favor could confuse matters and risk passage of the new building. In addition, Wallace noted the Council on Aging has decided to remain neutral, however they will not support the project either. Minar and von Loesecke agreed the design was not attractive however believe adjustments could be made. They strongly advocated for allowing the town meeting to decide by giving it the option. They both felt it was acceptable to include the project on the warrant even without full board support. Maiore too agreed with Sklar and Wallace. He is not entirely comfortable to bring this to the town if they do not support it themselves.

On a Maiore/Wallace motion, the board voted to not support the connector to the Hildreth House or sprinklers at the Hildreth House and it be the position of the Select Board to not put on the warrant. Minar was extremely disappointed in the proposed motion and advocated heavily to allow the voters to decide. Von Loesecke agreed and again said adjustments to the design could be made. Wallace cautioned any adjustments will also cost money. Sklar held his position fearing this could affect phase II negatively.

The vote was taken (3-2 Wallace, Sklar, Maiore – Aye, von Loesecke & Minar – Nay)

Select Board reports

Maiore reported the Open Space Committee has had their first meeting. Peter Dorward will serve as chair. They plan to meet monthly.

Wallace reported the Community Resilience Working Group (Municipal Vulnerability Program MVP) has had an initial meeting and plan to meet every two weeks. Community & Economic Development Director Chris Ryan is working on a Request for Proposals (RFP) to hire a consultant for their first phase.

Wallace asked when and who would be removing carpets at the old library after the Board of Health's ruling and if the Capital Planning & Investment Committee (CPIC) would reconsider the old library roof replacement for this year. Bragan noted the Select Board can put the article for the roof on the warrant.

Bragan did not recall CPIC revisiting the roof request. He said the Finance Committee is reviewing now and reminded the board they will have the final say.

As far as the carpets at the old library, Bragan said the interior is the responsibility of the tenants per the lease agreement. The board members expressed concern as the landlords, is the town acting negligently? Minar could not understand how a failure to maintain the envelope that caused damage to the interior could be the responsibility of the tenants. Von Loesecke noted the gallery and vestibule area always had water filtration issues. Wallace explained carpet was chosen over tile in the "south porch" as the less expensive option, believing the temporary repair to the roof over that section would be sufficient until the entire roof was repaired.

The meeting was adjourned at 9:40pm.

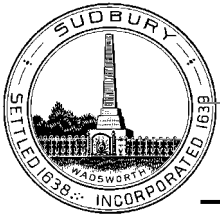
Documents referenced:

Luescher vol form – dated 1.5.2020

Carlson Orchards draft conditions – dated 2.6.2020

CPC summary – dated FY21

Hildreth House Connector drawings – dated 1.30.2020



TOWN OF SUDBURY

SUDBURY HOUSING TRUST

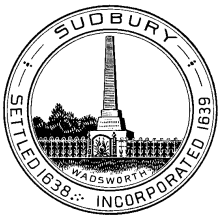
Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>

**MARKETING PLAN
FOR LOTTERY OF**

**Pine Hill Village
Homeownership Units
Harvard, MA**

FEBRUARY 3, 2020



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@town.sudbury.ma.us

Developer Certification:

“As authorized representative of Pine Hill Village, owner and developer of the Pine Hill Village in Harvard, I have reviewed this plan and agree to implement this AFHMP, which shall be made effective as of the approval date.

Further, by signing this form, Pine Hill Village LLC and its owners and principals agrees to review and update its AFHMP as necessary in order to comply with all applicable statutes, regulations, executive orders and other binding DHCD requirements pertaining to affirmative fair housing marketing and resident selection plans reasonably related to such statutes, regulations, executive orders, as same may be amended from time to time.

I hereby certify that all the information stated herein, as well as any information provided herewith, is true and accurate.

Peter Cricones, Mgr

January 23, 2020

Authorized Representative, Date

Table of Contents

***Purpose of Plan*..... 3**

***Key Contacts*..... 3**

***Project Description* 3**

***Sales Prices* 4**

***Marketing Plan* 4**

***Eligibility and Preferences* 6**

 Income.....6

 Assets6

 First-Time Homebuyer6

 Other Eligibility Criteria6

 Household Size Preference.....7

 Local Preference Justification.....7

 Minority Preference8

***Lottery Procedures* 8**

***Affordability Restrictions* 9**

PURPOSE OF PLAN

The Pine Hill Village, Harvard project is permitted under a Comprehensive Permit, submitted by Developer/Owner, The Pine Hill Village, Harvard. The Pine Hill Village, Harvard units will be monitored in accordance with Chapter 40B guidelines under the New England Fund (“NEF”) program by Metrowest Collaborative Development as the Monitoring Agent.

Full development of the Pine Hill Village, Harvard includes 24 ownership condominium units, of which 6 will be deed restricted.

This marketing plan addresses the deed-restricted ownership units, and the lottery that will be held to identify eligible buyers.

The development rights and obligations for development of the Pine Hill Village, Harvard affordable homeownership units, including the development and affirmative marketing of the unit, are with the Pine Hill Village, Harvard.

The lottery will be used to create a ranked applicant list for the project for the units available for sale within 18 months of the lottery. If the unit becomes available, and there are no qualified buyers on the lottery list, the unit will be sold on a First-Come First-Served manner, using the same eligibility guidelines below, updated for new income limits if needed.

This marketing plan describes the project, and the marketing and outreach efforts in compliance with Fair Housing requirements, the eligibility criteria and the lottery and buyer selection process. The application material describes the unit and the process in more detail.

The lottery plan will implement the income restrictions and any and all other procedures set forth below in compliance with the DHCD Affirmative Fair Housing Marketing Plan guidelines updated December 2014.

KEY CONTACTS

Developer:

Pine Hill Village, Harvard

Lottery Agent:

Elizabeth Rust, Lara Plaskon
Sudbury Housing Trust
278 Old Sudbury Rd
Sudbury, MA 01776
housing@sudbury.ma.us

Monitoring Agent:

Metro West Collaborative Development
Nancy Flynn-Barvick
Affordable Housing Programs Manager
79-B Chapel Street
Newton, MA 02458
Phone: (617) 923-3505 x6

PROJECT DESCRIPTION

The **Pine Hill Village, Harvard** development was approved by the Harvard Zoning Board of Appeals (ZBA) on October 30, 2008 with a comprehensive permit. The permit was subsequently sold in 2018 and is now active.

The project is located on Stow Road in the Town of Harvard, Massachusetts. The site is 20.5 acres, and the project consists of 24 units, of which 6 will be affordable and sold via lottery. The application package has details regarding the affordable units.

The monthly Condominium fee is estimated at \$127/month, which represents a proportional share of the total condominium expenses covering septic and well maintenance, landscaping and snow removal and other maintenance, insurance and contribution to reserve based on the square footage of the unit. The homeowner will also pay monthly real estate taxes.

SALES PRICES

The affordable units will be offered under the New England Fund (“NEF”) program. NEF units are created through a Comprehensive Permit issued by the Town of Harvard Zoning Board of Appeals. Sale prices of NEF units are set so that a household earning 70% of area median income in the Eastern Worcester County would not expend more than 30% of income for housing.

The following parameters are used:

- The condominium fees are calculated based on relative sales value.
- The interest rate is 3.64% (Freddie Mac 30YFR 1/9/20) plus 0.25%.
- Harvard FY20 tax rate

Harvard Pine Hill Village - 2BR 80% AMI	
Housing Cost:	
Sales Price	\$195,000
5% Down payment	\$9,750
Mortgage	\$185,250
Interest rate	3.89%
Amortization	30
Monthly P&I Payments	\$872.70
Tax Rate	\$18.47
monthly property tax	\$300
Hazard insurance	\$65
PMI	\$120
Condo/HOA fees (if applicable)	\$127
Monthly Housing Cost	\$1,485
Necessary Income:	\$59,410
Household Income:	
# of Bedrooms	2
Sample Household size	3
80% AMI	\$67,950
Target Housing Cost	\$1,699
10% Window	\$59,456
Target Housing Cost (70%AMI)	\$1,486

MARKETING PLAN

A marketing plan for an affordable housing lottery demonstrates and ensures Fair Housing regulations are complied with and that the units are made available to a wide audience of qualified people.

The marketing and outreach activities are intended to communicate and advertise these opportunities. In general, the plan includes sending notices or flyers to local groups and organizations, notices for website publications, and advertisements in newspapers and periodicals. In accordance with the guidelines, the marketing period will start at least 60 days before the application period closes, and all advertisements will run twice.

During the general marketing period, the Developer and the lottery administrator will offer one ‘informational session’ for members of the public to educate them about the Units and the lottery process. This will take place in a publically accessible location.

Group	What to send
MetroWest Daily news	Ad
Dover Patch	Ad
Sampan Newspaper	Ad
O Jornal/O Jornal Brasileiro	Ad

El Mundo	Ad
Bay State Banner	Ad
Harvard Civic Groups, churches, temples	Flyer
Local housing Authorities	Flyer
Notice to Harvard Town Committees and employees	Email notice
Interested Person database	Email Notice/Flyer
Town of Harvard website	Website
Harvard Elder Housing Committee	Flyer
Harvard Public Library	Flyer
Action for Boston Community Development, Inc.	Flyer
Metrolist Clearinghouse	Flyer
Social Service Agencies, other non-profits, CDCs	Flyer
Mass Access	Website
Fair Housing Center of Boston	
Massachusetts Affordable Housing Alliance	Website
Merrimack Valley Housing Partnership	Flyer
Cambodian Mutual Assistance Association of Lowell	
Action for Boston Community Development, Inc	Flyer
Vietnamese American Initiative For Development	Flyer
Asian Community Development Corporation	Flyer
Asian American Civic Association Inc	Flyer
Vietnamese American Civic Association	Flyer
Urban Edge Housing Corporation Inc	Flyer
Neighborhood Development Corporation of Jamaica Plain	Flyer
La Alianza Hispana Inc	Flyer
Coalition For A Better Acre Inc	Flyer
Metropolitan Boston Housing Partnership	Flyer
South Middlesex Opportunity Council	Flyer
Community Teamwork	Flyer

ELIGIBILITY AND PREFERENCES

INCOME

Income eligibility, as stated in the Guidelines, is governed by the rules and standards employed by the Department of Housing and Urban Development (“HUD”) in the selection of income-eligible tenants for publicly subsidized housing, as determined in the manner described in 24 CFR 5.609. The provisions of this section are intended to complement and not to override or supersede any applicable fair marketing regulations of DHCD, the Massachusetts Commission Against Discrimination, or any Town regulation with jurisdiction and like purpose, to provide low and/or moderate income housing.

The applicant household is required to be at or less than 80% of the Eastern Worcester County (AMI) as published by HUD for total Gross Annual Household Income. Gross Annual Household Income includes all income prior to any deductions from all adult household members. This lottery will use the income limits in effect, currently 2019 income limits. An imputed income amount of .06% of assets will be added to income for assets over \$5,000.

1 person - \$52,850, 2 person - \$60,400, 3 person - \$67,950,
4 person - \$75,500, 5 person – \$81,550, 6 person - \$87,600

ASSETS

Household assets shall not exceed \$75,000 in value for the affordable units. Assets include, but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, cash value of retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values.

Assets that are included conform to the guidance from DHCD, and include retirement and pension funds amounts that can be withdrawn less penalties or transaction costs.

FIRST-TIME HOMEBUYER

All qualified applicants shall be first-time homebuyers and must not have had an ownership interest in a residential property for the preceding 3 years, including in trust, with exceptions made for:

1. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
2. single parents, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant);
3. households where at least one household member is 55 or over;
4. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
5. households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.

OTHER ELIGIBILITY CRITERIA

Individuals who have a relationship to the Developer or who have a financial interest in the Project and their families shall not be eligible to participate in the lottery.

HOUSEHOLD SIZE PREFERENCE

The objective of these State subsidy programs is to provide housing to appropriate sized families, and to that end, there will be preference given in the lotteries with respect to the number of bedrooms needed.

A “household” is defined as two or more persons who will regularly live in the unit as their primary residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

Within an applicant pool, first preference shall be given to households requiring at least the total number of bedrooms in the unit based on the following criteria:

1. There is at least one occupant per bedroom.
2. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom.
3. School-aged children of the opposite sex are not expected to share a bedroom.
4. Other household members may share but shall not be required to share a bedroom.

LOCAL PREFERENCE JUSTIFICATION

The Lottery Agent shall set aside 70% (rounded down) of the Affordable Units to applicants that claim a local preference, designating local preference for four (4) of the six (6) Harvard Pine Hill Village, Harvard units.

Approximately 18% of households (335) in Harvard are Low Income. Comprehensive Housing Affordability Strategy (CHAS) data for 2012-2016 reports that there are 1,925 households in Harvard:

- 4% (75) of Harvard households are extremely low income – below 30% Area Median Income (AMI)
- 10% (190) are very low income – between 30% and 50% AMI,
- 4% (70) are low income – between 50% and 80% AMI.

There is a very limited pool of affordable ownership units currently available in Harvard. A low income family of three in Harvard at 80% of the Area Median Income (AMI) earns no more than \$67,950 annually, per the HUD 2019 Income Limits for Eastern Worcester County. Using a 30% housing allowance, and other current parameters, such a family can afford to pay a sales price of \$195,000 for a 2BR unit.

A survey of ownership listings taken from online real estate database Trulia.com on January 30, 2020 showed a total of 33 homes for sale. Of the listings, 4 were under \$500,000, with an older 1BR home for \$300k, and the other three for \$395k, \$430k, and \$495k. There are no affordable homeownership opportunities for low income households in Harvard.

~One-quarter (23% or 439 households) of all households in Harvard are cost-burdened. There are 150 renters in Harvard, of which 85 are low income. Although all 85 low-income renter households in Harvard are not currently searching for rental housing, 71% of these households are cost-burdened, meaning that they spend more than 30% of their incomes on housing costs.

The request for local preference is justified. Given the absence of any ownership units affordable to low-income residents of Harvard, as well as the housing cost burden faced by one-quarter of Harvard residents, Harvard would like to offer more affordable homeownership opportunities to its residents.

Any person or household who qualifies under the local preference shall have equal consideration in the Local Pool, and will also be eligible in the General Pool. If the percentage of minority local resident applicants in the local preference pool is less than the percentage of minorities in the surrounding HUD-defined area, minority applicants will be added to the local pool until the percentage of minorities in the local pool is equal to the percentage of minorities in the surrounding HUD-defined area. The local preference is defined further as residents of the town, to include:

- Current Harvard residents; or
- Families with children enrolled in Harvard schools; or
- Employees of the Town of Harvard; or
- Employees of the Harvard businesses.

MINORITY PREFERENCE

The Town is committed to providing equal access to all applicants. In the event that the pool of applicants with a local preference does not include at least 27% of households who have one or more member who is a minority as defined in the application, then other eligible minority applicants will be included in the lottery for the local preference units. The number of minority applicants needed in order to meet or exceed 27% will be determined, and then eligible minority applicants will be included from the general pool through a minority pre-lottery.

Applicants are able to claim minority preferences if they include self-declarations as proof.

LOTTERY PROCEDURES

The main objective of the lottery process is to ensure that all winners are able to close on the unit while conducting Fair Housing practices. To that end, qualifications and eligibility are verified prior to entering the lottery.

The Lottery Agent will provide a complete application package to each person requesting an application. The application form and package is attached and provides ample detail on the procedures and process, including a description of the eligibility requirements, as well as the date of lottery and how the lottery winners will be chosen.

Applications will be available on-line, and sent to any requesting party, and will also be available at the Harvard Public Library.

Key elements of the lottery process include:

- Only qualified eligible applicants will enter the lottery.
- Applicants will be notified of their standing and drawing results.
- A minority pre-lottery will be held if required.
- The lottery will be held in a public setting, and the results posted.
- Records will be retained for audit purposes.

The ballots are randomly drawn and placed in the order drawn. Units are awarded to households based on bedroom sizes, by proceeding down the list of lottery winners to the first household on the list which is of appropriate size for a three-bedroom unit.

A general list will be created through this lottery and maintained with ranking, contact information, and #BR needed until the unit is sold, or all persons have declined to purchase.

Applicants selected in the lottery who require special accessibility or reasonable accommodation features or modification will be given the opportunity to request such modifications.

Before Purchase and Sale Agreement has been signed, final income and assets will be verified to ensure the buyer's verified income meets the eligibility income limits, if over 60 days.

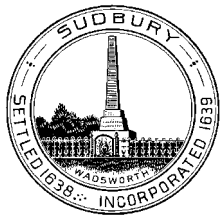
Current mortgage requirements include:

1. The loan must have a fixed interest rate through the full term of the mortgage.
2. The loan must have a current fair market interest rate, no more than 2 percentage points above the current MassHousing rate.
3. The loan can have no more than 2 points.
4. The buyer must provide a down payment of at least 3%; half must come from the buyer's own funds.
5. The loan must be from a financial institution.
6. The buyer may not pay more than 38% of their monthly income for the housing costs.
7. Non-household members shall not be permitted as co-signers of the mortgage.

AFFORDABILITY RESTRICTIONS

It is important that the potential homeowner be advised and is fully aware of the restrictions on the property, and three documents assist the purchaser in understanding the complexities in the deed restriction.

1. There is the deed rider itself, which is available in hard copy in the office and can be sent electronically upon request.
2. The terms of the deed restriction are detailed in the disclosure section of the application, and acknowledgement signatures are required.
3. The restrictions are also covered in the Information Session, though attendance is not a requirement for application.



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

Information and Application for Affordable Housing Lottery

**Pine Hill Village
Pine Hill Way, Harvard, MA ZIP**

Six 2BR Condominium Units, new construction

\$195,000

This packet contains specific information for the lottery for six affordable homeownership units at the Pine Hill Village development in Harvard, MA, including eligibility requirements, the selection process, and a lottery application.

The key milestones for this housing opportunity:

- Application Period opens TBD, 2020
- Information Session TBD, 2020, 7 pm,
- Application Deadline TBD, 2020, 1 pm
- Lottery TBD, 2020

This application is a first step in the lottery process and does not assure you a home. Applicants must secure approval for a mortgage loan and submit evidence of such approval together with the application.

Please contact the agent below for any questions or to **submit your application**:

Lara Plaskon
Sudbury Housing Trust
278 Old Sudbury Rd
Sudbury, MA 01776
(978) 639-3387
housing@Sudbury.Ma.US

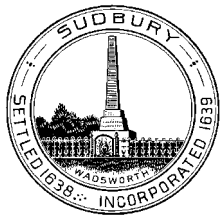
Project description

The **Pine Hill Village, Harvard** development was approved by the Harvard Zoning Board of Appeals (ZBA) on October 30, 2008. The project is located on Stow Road in the Town of Harvard, Massachusetts. The site is 20.5 acres, and the project consists of 24 units, of which 6 will be affordable and sold via lottery. The application package has details regarding the affordable units.

The specific units are 1B, 6A, 12B, 16B (duplexes), 9B and 9C (triplexes). The units are all 2Br units, with different unit styles.

- Units 1B and 6A are the Tavern unit style, with 943 sq ft on two floors with the common living area on the first floor, and two bedrooms and 1 full bath on the second floor.
- Units 9B and 9C are in a The Greek Revival style triplex, with 814 sq ft on two floors with two bedrooms and 1 full bath on the second floor and the common living areas and a half bath downstairs.
- Units 12B and 16B are the Barn unit style on the upper level, with 1176 sq ft on a single floor with two bedrooms and 1 full bath.

The units have carpet throughout with vinyl in bathroom and kitchens. The units will have range, microwave, and dishwasher and no refrigerator. There is propane heat, well water, the units have a shared septic. There is deeded parking for each unit.



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

The affordable units will be available for sale in pace with the market rate units. Unit 1B is planned to be delivered first in the fall of 2020, and the remaining units following in early 2021.

The monthly Condominium fee is estimated at \$127/month, which represents a proportional share of the total condominium expenses covering septic and well maintenance, landscaping and snow removal and other maintenance, insurance and contribution to reserve based on the square footage of the unit. The homeowner will also pay monthly real estate taxes.

These affordable units are permitted under a Comprehensive Permit and will be monitored in accordance with Chapter 40B guidelines under the New England Fund ("NEF") program. Sale prices of NEF units are set so that a household earning 70% of area median income would not expend more than 30% of income for housing. The units will be available to income eligible first-time homebuyers, with some exceptions permitted under the program, as noted in this application.

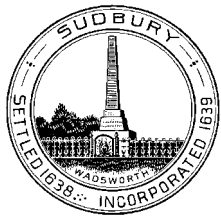
Lottery description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at the Harvard Town Offices, and Harvard Public Library, sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications must be received in hardcopy and will be checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided. Applicants are encouraged to complete the checklist as an aide to the process. We do not accept email or fax submission of applications.
3. For all units, the applicant's household size will be determined from the application, and required number of bedrooms as indicated on the application. Within each lottery pool, priority shall be given to households requiring at least the number of bedrooms for that unit. Smaller households are encouraged to apply.
4. The applicant's income will be verified and compared to the income limits published by HUD for Eastern Worcester County (AMI). Income includes all income prior to any deductions from all adult household members, and are determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609. An imputed income amount of 0.06% of assets will be added to income for assets over \$5,000. The most up-to-date income limits will be used, currently the 2019 limits:
1 person - \$52,850, 2 person - \$60,400, 3 person - \$67,950,
4 person - \$75,500, 5 person - \$81,550, 6 person - \$87,600
5. Household assets shall not exceed \$75,000 in value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, the cash value of retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values. Equity from the sale of any home will be included with other household assets that cannot exceed the household asset value limits noted above.
6. Eligible applicants must be a First-time Homebuyer. This is further defined as a household that has not owned a home within three years, including in trust, preceding the application, with the exception of displaced homemaker, single parents and senior households (at least one household member is 55 or over). Any previously or currently owned home must be sold prior to purchase of the affordable unit.

A displaced homemaker is an individual who is an adult, who has owned a home only with a spouse, who is legally separated from a spouse, and who does not currently own the home previously owned with a spouse.

Single parents are individuals who owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant);

Additional exceptions are made for households that owned a principal residence not permanently affixed to a permanent foundation, and households that owned a property that was not in compliance with State, local or model building codes.



Town of Sudbury

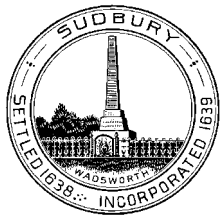
Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

Eligible applicants cannot own residential property, whether for primary, secondary or investment purposes.

7. Persons must submit all the necessary information by the application deadline. Late applications (applications mailed and/or received after the above date) and applications that are incomplete will not be accepted. No faxed or emailed applications will be accepted.
8. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination. A final lottery eligibility letter will be mailed to each applicant indicating their final eligibility determination, preferences and the lottery specifics (date/time).
9. The Town is committed to providing equal access to all applicants. The Local Pool will be balanced to avoid any disparate impact, ensuring that the local pool reflects the racial/ethnic balance of the HUD defined Metropolitan Statistical Area ("MSA"). Specifically, if the percentage of minority local resident households in the local preference pool is less than the percentage of minorities in the surrounding HUD-defined area (27%), minority applicants will then be included from the general pool through a minority pre-balancing to the local preference pool. Applicants are able to claim minority preferences if they include self-declarations as proof.
10. Applicants that qualify for a local preference will be placed in the local pools. Four of the two-bedroom units are available for local residents. Applicants will be entered into all the pools for which they qualify; so a local resident will be included in both general and local pools. Local resident includes:
 - Current Harvard residents
 - Families with children enrolled in the Town of Harvard's schools;
 - Harvard municipal employees; or
 - People employed by businesses located in the Town of Harvard, including with a bona fide offer of employment.
11. There will be two lottery pools created for these opportunities.
 - 1) General Pool (2 units: 6A and 9B)
 - 2) Local Pool (4 units (1B, 9C, 12B, 16B):
12. The lottery numbers will be pulled randomly by an independent third party in a public setting. Lottery numbers will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing Lists. The list of numbers drawn will be posted and letters will be mailed within three business days to the winners.
13. Once the tickets have been randomly drawn and listed in the drawn order, the unit is then ranked based on bedroom size. The top ranked household needing at least two bedrooms will be offered the opportunity to purchase the unit. The household size preference shall be given to households based on the following criteria.
 - There is at least one occupant occupants per bedroom.
 - A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom.
 - Other household members may share but shall not be required to share a bedroom.
14. The lottery agent shall maintain all Lottery Drawing Lists. In the event that any of the applicants withdraw for any reason, or do not comply with guidelines, the next qualified applicant in the lottery pool ranked by bedroom size need, will be offered the unit.
15. Regardless of the order drawn, all households of appropriate size for each unit size will be given the opportunity to buy a unit before any smaller household from either lottery pool. If there are more local units than local applicants needing all of the bedrooms of the unit, the local unit will be offered to the next ranked applicant in the general list needing all of the bedrooms in the unit. The ranked local applicants needing one fewer bedroom will then be considered in drawing order, followed by the ranked general applicants needing one fewer bedroom than in the unit.
16. Top ranked applicants are offered the next available unit. If any applicant is offered a unit and opts not to proceed, they will be moved to the bottom of the list, unless there are extenuating circumstances related to hardship.



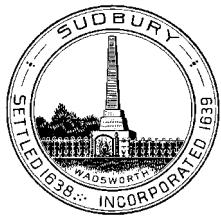
Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

17. The winners will sign a reservation form and provide a \$1,000 deposit in the form of a certified or bank check within a mutually agreed upon timeframe. This is applied to the overall purchase amount. The condominium requires a \$2,000 contribution upon sale.
18. Final qualification against all requirements will be verified before the execution of Purchase and Sale Agreement. Applicants must submit a copy of their mortgage application along with updated income and asset documentation as requested by the Lottery Agent. Applicants must be continuously eligible for 60 days prior to final qualification.
19. Final applicant certification is performed by the Monitoring Agent (Metro West Collaborative Development) within 60 days of closing.
20. If the lottery lists are depleted before all units are sold, the remaining units will be offered in a First-Come First-Served basis through 2021, after which time a new lottery will be held.
21. There are specific closing and financing requirements for loans on these units, which are listed below. We strongly encourage households to apply through banks who are aware of the resale restrictions and guidelines for affordable housing programs. These banks will likely have access to additional first-time homebuyer programs that may be of great assistance and increase your buying power such as the Massachusetts Housing Partnership's ONE Mortgage Program or MassHousing no-MI product.
 - The loan must have a fixed interest rate through the full term of the mortgage.
 - The loan must have a current fair market interest rate.
 - The interest rate must be locked in – not floating.
 - The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer's own funds.
 - The loan can have no more than 2 points.
 - The buyer may not pay more than 38% of their monthly income for monthly housing costs.
 - Mortgage co-signers are not accepted.
 - Loans from non-institutional lenders will not be accepted.
 - FHA will no longer accept the deed rider that survives foreclosure.
22. The Fair Housing Act prohibits discrimination on the basis of race, creed, color, sex, age, disability, marital status, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and is specifically prohibited in the sale of these units. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
23. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
24. Resale process: The Monitoring Agent has up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing, or for lack of cooperation on your part. If you attempt to sell or transfer the home without complying with the Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

AFFORDABLE HOUSING APPLICATION

Must Be Completed and Returned to Sudbury Housing Trust Office by **TBD 2020, 1 pm**

Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

Co-Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

I learned of this lottery from (check all that applies):

Website: _____ Letter: _____

Advertisement: _____ Other: _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

_____ Completed application signed by all individuals over the age of 18.

_____ Copy of 2017, 2018 and 2019 Federal tax returns, as filed, with W-2's and schedules for 2019 tax return, for every current or future person living in the household over the age of 18. State returns are not required.

- **If you do not have copies of your Federal tax returns, you must complete form 4506-T & submit to the IRS for transcripts of your tax return or verification of non-filing. Obtain a copy of the form at irs.gov.**

_____ Copy of five most recent consecutive pay stubs for every household member over the age of 18.

_____ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as family support, alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income. Equivalent of IRS form Schedule C for self-employment income for 2019.

_____ Current statements (last 3 consecutive months) of all assets, including international assets, on financial institution letterhead showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts for every household member over the age of 18.

- **On financial institution letterhead, include all pages**
- **Please explain any non-payroll deposits over \$500 by notation on the statement.**

_____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs. These units are not eligible for FHA or family loans, and applicants cannot spend more than 38% of their monthly income for monthly housing costs.

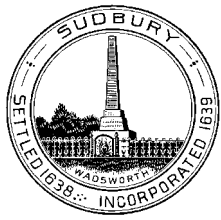
_____ Documentation regarding current interest in real estate, if applicable.

_____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.

_____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.

_____ Gift Letter, signed by donor, if applicable, indicating that there is no expected repayment of the gift. See Sudbury Housing Trust website for form.

_____ Minority Self-Declaration Statement, signed and dated, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

Household Information – List all members of your household including yourself. Number of Bedrooms Needed: _____

Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)	Relation to Head	Married? (Y/N)	Full Time Student? (Y/N)	Age	Date of Birth	Minority Category * (Optional)
HEAD						
2						
3						
4						
5						
6						

*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (no n-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

Local Preference – Check all that apply, and attach documentation:

- 1) current Harvard resident, address: _____
- 2) Families with children enrolled in the Town of Harvard’s schools, school/grade: _____
- 3) employee of the Town of Harvard, title: _____
- 4) employee of businesses located in the Town of Harvard/Business Name: _____

Property - Do you own or have an interest in any real estate, land and/or mobile home? Yes () No ()

Address: _____ Current Value: _____

[Provide current assessment information, and current mortgage statement]

Have you disposed of any property for less than its value in the past two years? Yes () No () If yes, attach a description

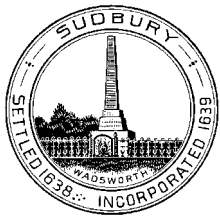
Have you sold real estate or other property in the past three years? Yes () No () If yes, attach settlement statement

When: _____ Address: _____

Sales Price: _____

Purchase Price plan - Purchase price: \$195,000

- Amount and source of Down Payment: _____
- Amount and source of Gift: _____
- Amount of Mortgage: _____
- Amount and source available for Closing Costs: _____



Town of Sudbury

Sudbury Housing Trust

Flynn Building
 278 Old Sudbury Rd
 Sudbury, MA 01776
 978-639-3387

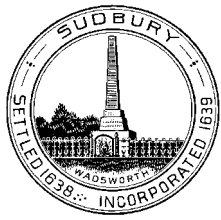
Housing@Sudbury.Ma.US

Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
TOTAL			

Assets - List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

#	Type of Asset	Account No	Value, Balance
1	Checking account		
2	Savings account		
3	Checking account		
4	Savings account		
5	Retirement account		
6	Other: _____		
7	Other: _____		
8	Other: _____		
9	Other: _____		
TOTAL			



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

APPLICANT(S) CERTIFICATION

I/We certify that our household size is _____ persons, as documented herein.

I/We certify that our total household income equals \$_____, and our household has assets totaling \$_____, as documented herein.

I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.

I/We certify that I am/we, or our family, are not related to the Developer of The Pine Hill Village property, the Lottery Agent, the Monitoring Agent or any party of this project.

I/We understand that it is my/our obligation to secure the necessary mortgage for the purchase of the home and all expenses, including closing costs and down payments, are my/our responsibility.

I/We understand that if I/we do not obtain a mortgage commitment and sign a purchase and sale agreement within forty-five days after the lottery the unit will be offered to the next eligible applicant on the waiting list.

I/We understand that this property will have a deed restriction which specifies the resale, refinance and other provisions of the property as outlined below. The restriction ensures that the unit remains affordable for future purchasers of the property.

- The property must be the owner's principal residence.
- The property cannot be refinanced without prior approval of the Monitoring Agent. Affordable units may not be refinanced for more than 97% of their Maximum Resale Price.
- There is a limit on the resale price of the unit so that the unit will always be affordable. The formula for calculating the maximum resale price will be established at the time of purchase and will be based on the Area Median Income at the time of resale. If an owner wants to sell their affordable unit, they are required to notify the Monitoring Agent.
- No capital improvements can be made without the Monitoring Agent's pre-approval.

I/We have been advised that a copy of the Universal Deed Rider is available with the Lottery Agent.

I/We understand that Sudbury Housing Trust (SHT) is not responsible for incomplete applications received by mail, email, or fax. I/We understand SHT may notify applicants if their application is incomplete after the deadline. I/We understand that the only guarantee for confirmation of a complete application is to drop it off prior to the deadline and review with SHT staff.

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Monitoring Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements.

Your signature(s) below gives consent to the Lottery Agent or its designee to verify information provided in this application. The applicant agrees to provide additional information on request to verify the accuracy of all statements in this application.

I/We consent to the disclosure of such information for the purpose of income, asset and any other verification related to my/our application.

No application will be considered complete unless signed and dated by the Applicant/Co-Applicant.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.

Phase Number	Area	Street Address	Style of Unit	# of Bedrooms	SF	Market/Aff	
Phase 1	Pine Bank	1A	Tav (Duplex)-det garage	2	1577	Market	
		*	1B	Tav (Duplex)	2	943	Aff
			3	SB (The Wayland)	3	2216	Market
			5	Co. (The Concord)	3	2016	Market
			7	Ranch (The Wellesley)	2	1378	Market
Phase 2	Tucks Way		8	Ranch (The Wellesley)	2	1378	market
			10	Ranch (The Wellesley)	2	1378	market
		*	12B	BD (Garden) (really the Barn)	2	1176	AF
			12A	BD (Garden) (the Barn)	2	1414	market
Phase 2	Sunrise		2	Co. (the Concord)	3	2016	Market
			4	Ranch (the Bedford)	3	1500	Market
			6B	Tav -det. Garage	2	1577	Market
		*	6A	TD (the Tavern)	2	943	Aff
Phase 3	E. Serpentine		9A	Triplex-TGR (The Greek Revival)	3	1035	Market
		*	9B	Triplex-TGR (The Greek Revival)	2	814	Aff
		*	9C	Triplex-TGR (The Greek Revival)	2	814	Aff
			11	WC (The Weston)	3	2216	market
			13	SB (The Lexington)	3	2299	market
Phase 3	W. Serpentine		14	Co. (The Concord)	3	2016	market
			16A	TD (lower) The Barn	2	1414	market
		*	16B	TD (upper) The Barn	2	1176	aff
			18B	HH (duplex) The Half House	2	1570	Market
			18A	HH (duplex) The Half House	3	1710	Market

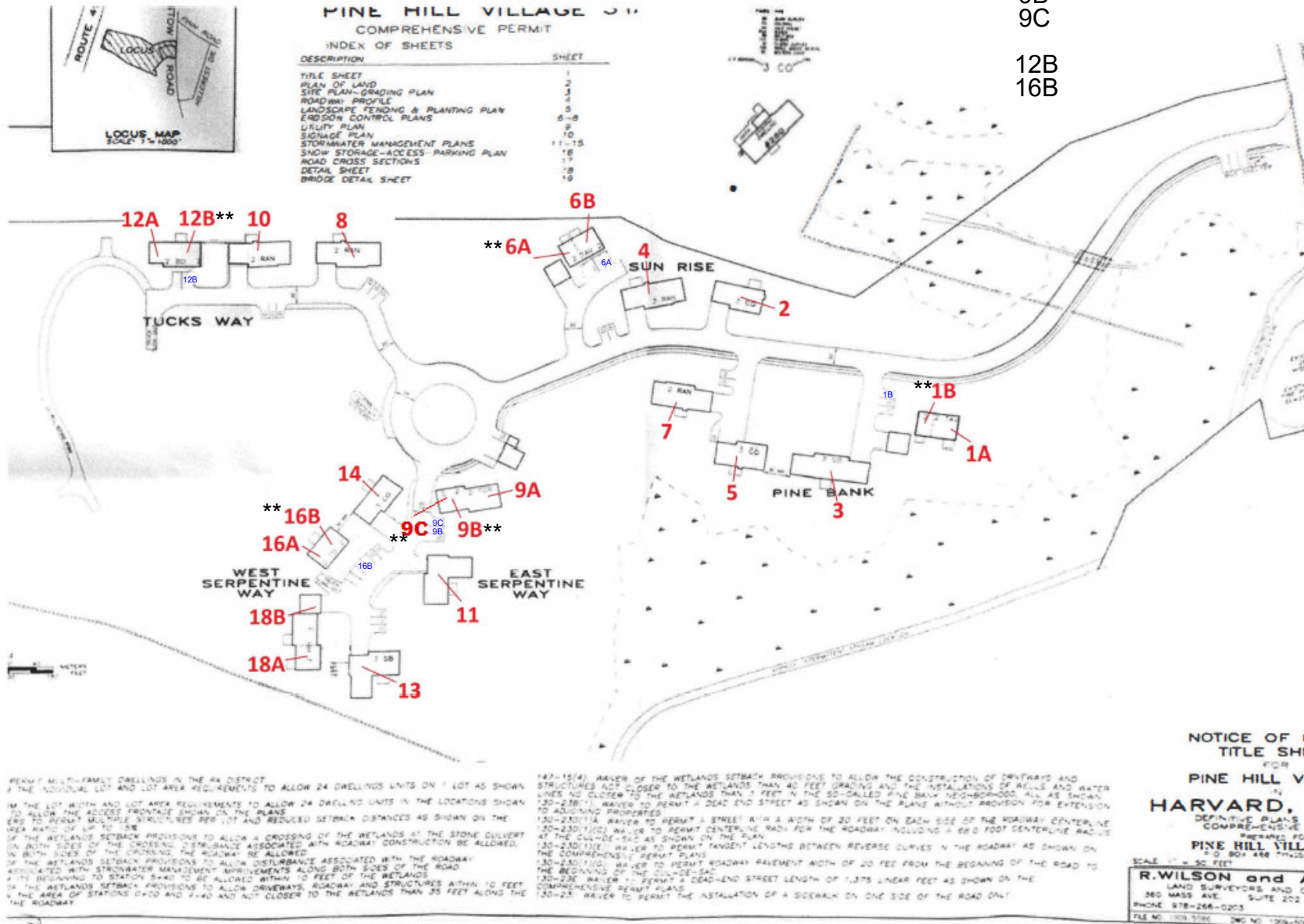
Affordables: 1B, 6A, 9B, 9C, 12B, 16B

AFFORDABLE UNIT LOCATOR PLAN: PINE HILL WAY, HARVARD, MA

**Denotes Affordable Units:

- 1B
- 6A
- 9B
- 9C

- 12B
- 16B



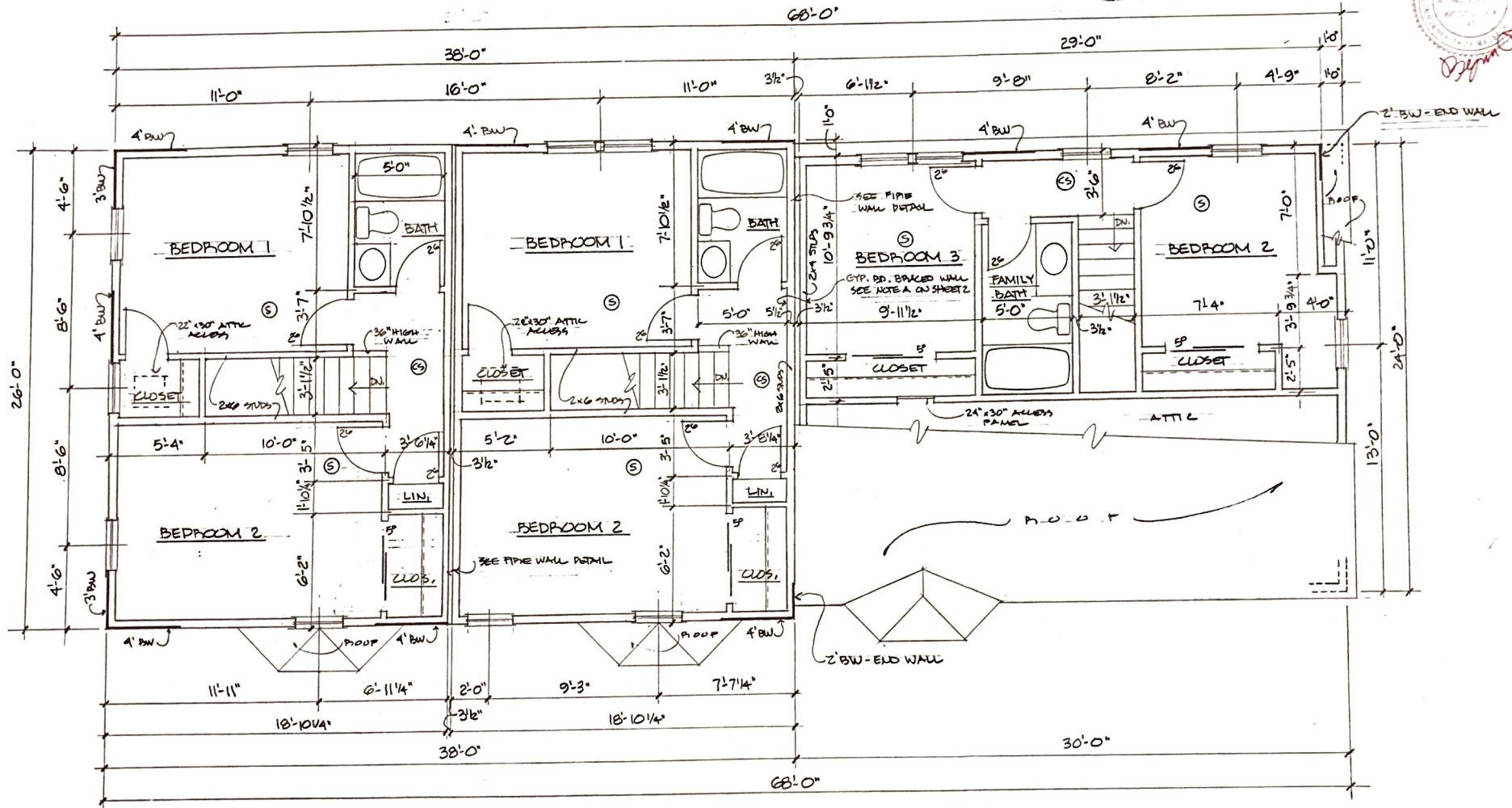
PERMIT MULTI-FAMILY DWELLINGS IN THE 4A DISTRICT
 1. THE INDIVIDUAL LOT AND LOT AREA REQUIREMENTS TO ALLOW 24 DWELLING UNITS ON 1 LOT AS SHOWN
 2. THE LOT WIDTH AND LOT AREA REQUIREMENTS TO ALLOW 24 DWELLING UNITS IN THE LOCATIONS SHOWN
 TO ALLOW THE ACCESS FRONTAGE SHOWN ON THE PLANS
 3. TO PERMIT MULTIPLE STRUCTURES PER LOT AND REDUCED SETBACK DISTANCES AS SHOWN ON THE
 AREA MAP OF UP TO 15%
 4. THE WETLANDS SETBACK PROVISIONS TO ALLOW A CROSSING OF THE WETLANDS AT THE STONE CULVERT
 ON BOTH SIDES OF THE CROSSING. DISTURBANCE ASSOCIATED WITH ROADWAY CONSTRUCTION BE ALLOWED,
 IN BOTH SIDES OF THE CROSSING THE ROADWAY BE ALLOWED.
 5. THE WETLANDS SETBACK PROVISIONS TO ALLOW DISTURBANCE ASSOCIATED WITH THE ROADWAY
 ASSOCIATED WITH STORMWATER MANAGEMENT IMPROVEMENTS ALONG BOTH SIDES OF THE ROAD
 6. THE RESIDUARY TO STATION 8+40 TO BE ALLOWED WITHIN 10 FEET OF THE WETLANDS
 7. THE WETLANDS SETBACK PROVISIONS TO ALLOW DRIVEWAYS, ROADWAY AND STRUCTURES WITHIN 10 FEET
 8. THE AREA OF STATIONS 0+00 AND 1+40 AND NOT CLOSER TO THE WETLANDS THAN 35 FEET ALONG THE
 THE ROADWAY

147-15(4): WAIVER OF THE WETLANDS SETBACK PROVISIONS TO ALLOW THE CONSTRUCTION OF DRIVEWAYS AND
 STRUCTURES ACT CLOSER TO THE WETLANDS THAN 40 FEET GRADING AND THE INSTALLATIONS OF WELLS AND WATER
 LINES NO CLOSER TO THE WETLANDS THAN 1 FEET IN THE SO-CALLED PINE BANK NEIGHBORHOOD, ALL AS SHOWN
 130-23B(1): WAIVER TO PERMIT A DEAD END STREET AS SHOWN ON THE PLANS WITHOUT PROVISION FOR EXTENSION
 TO ADJOINING PROPERTIES.
 130-23D(1)(A): WAIVER TO PERMIT A STREET WITH A WIDTH OF 20 FEET ON EACH SIDE OF THE ROADWAY CENTERLINE
 130-23D(1)(B): WAIVER TO PERMIT CENTERLINE RADIUS FOR THE ROADWAY INCLUDING A 600 FOOT CENTERLINE RADIUS
 AT THE CURVE-TO-CURVE AS SHOWN ON THE PLAN.
 130-23D(1)(C): WAIVER TO PERMIT TANGENT LENGTHS BETWEEN REVERSE CURVES IN THE ROADWAY AS SHOWN ON
 THE COMPREHENSIVE PERMIT PLANS.
 130-23D(1)(D): WAIVER TO PERMIT ROADWAY PAVEMENT WIDTH OF 20 FEET FROM THE BEGINNING OF THE ROAD TO
 THE BEGINNING OF THE CURVE-TO-CURVE.
 130-23E: WAIVER TO PERMIT A DEAD-END STREET LENGTH OF 1,137.5 LINEAR FEET AS SHOWN ON THE
 COMPREHENSIVE PERMIT PLANS.
 130-23F: WAIVER TO PERMIT THE INSTALLATION OF A SIDEWALK ON ONE SIDE OF THE ROAD ONLY.

3 UNIT GREEK REVIVAL
 PINE HILL VILLAGE
 HARVARD, MASS.

BENJAMIN NICKERSON
 ARCHITECT
 6 MECHANIC ST.
 WOODSTOCK, VT

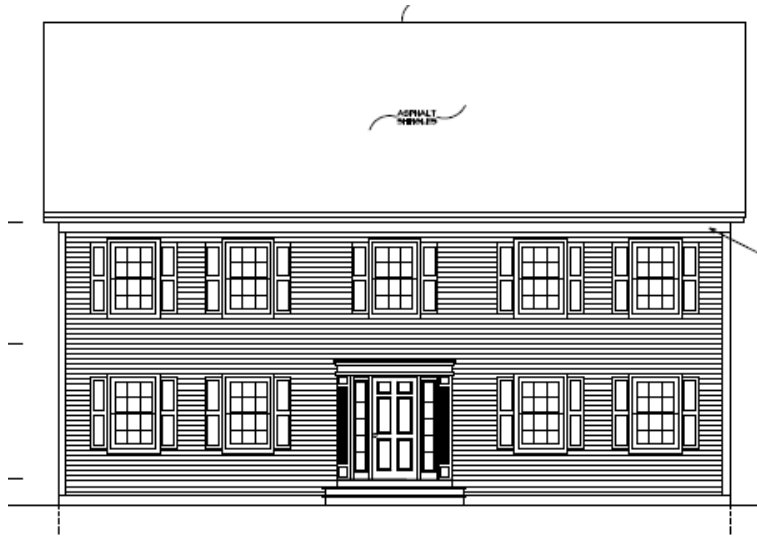
SHEET 3 OF 8
 DECEMBER 4, 2019



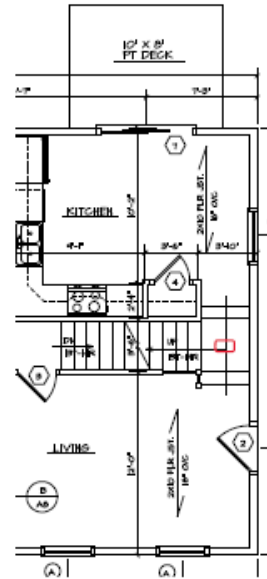
SECOND FLOOR PLAN

1/4" = 1'-0"

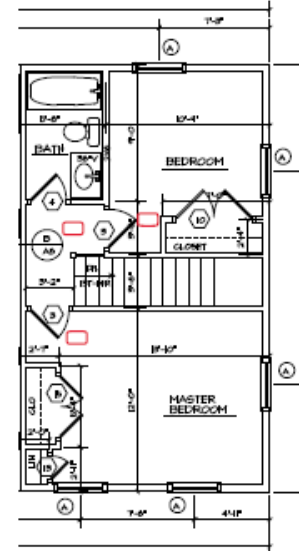
EXTERIOR WALLS = 2x6 STUDS @ 16" OC.
 SEE NOTES ON SHEET 2



Front



1st Floor



2nd Floor

The Tavern

1B & 6A Pine Hill Way

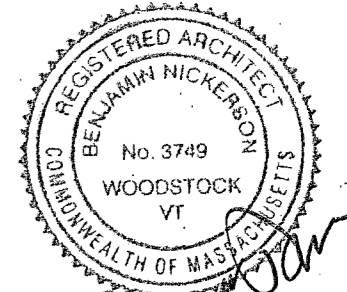
Affordable Units

East Serpentine
 9A, *9B, *9C Pine Hill Way
 *=Affordable Unit

3 UNIT GREEK REVIVAL
 PINE HILL VILLAGE
 HARTFORD, MASS.

BENJAMIN NICKERSON ARCHITECT
 6 MECHANIC ST.
 WOODSTOCK, VT

SHEET 5 OF 8
 DECEMBER 4, 2019



RIGHT SIDE ELEVATION

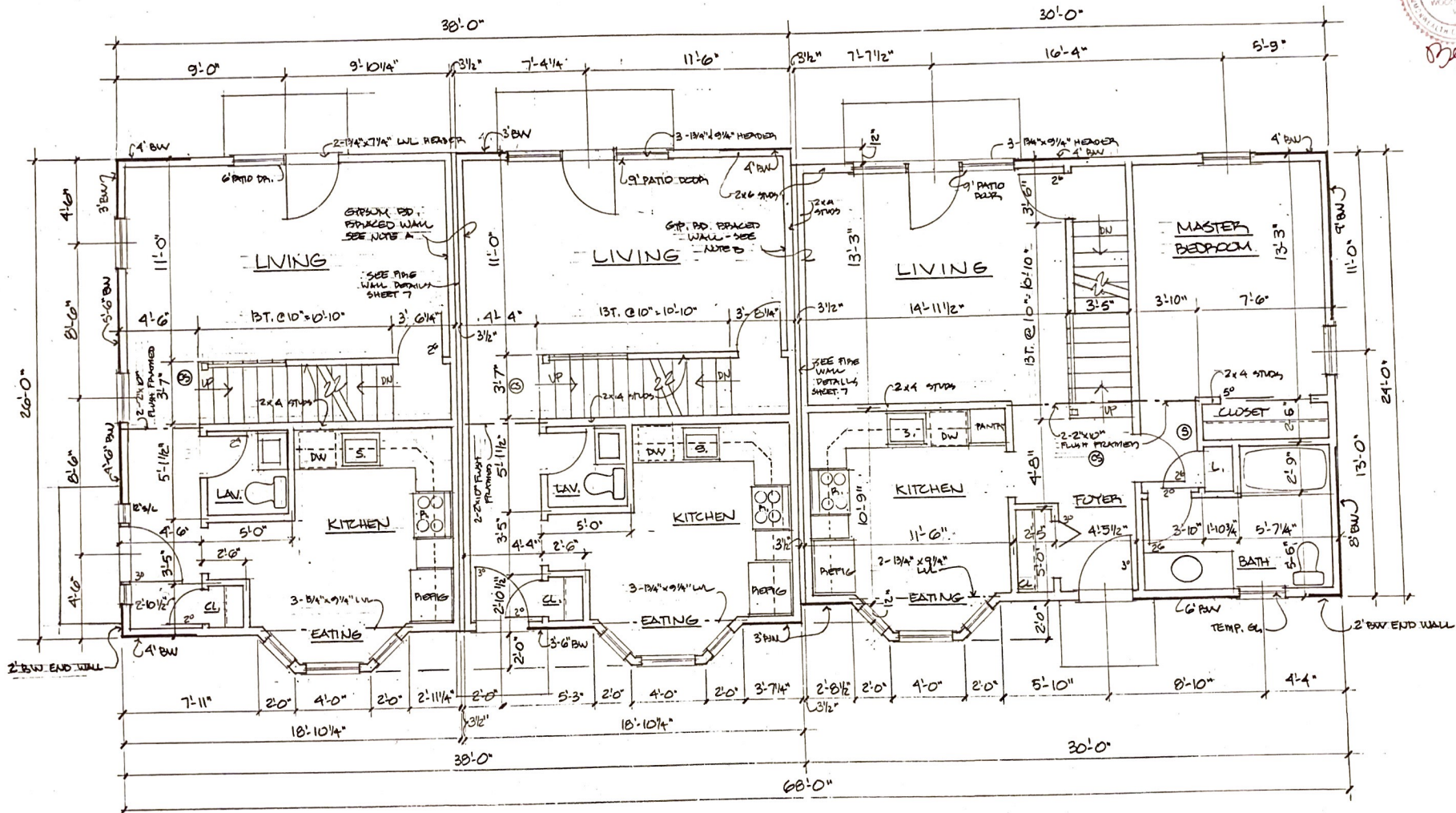
1/4" = 1'-0"

WINDOW NUMBERS REFER TO ROUGH OPENINGS
 IN FEET AND INCHES (E 2896 = 2'-8" x 4'-6" R.O.)
 BEDROOM WINDOWS TO BE MASS. EMERGENCY EGRESS
 SIZED - MIN NET OPENING 20" x 24" AND 3, 3 SF. D.H.
 ON ANY FLOOR (MASS AMENDMENTS R.310.2.1, EXCEPTION 3)

3 UNIT GREEK REVIVAL
 PINE HILL VILLAGE
 HARTFORD, MASS.

BENJAMIN NICKERSON
 ARCHITECT
 6 MECHANIC ST.
 WOODSTOCK, VT

SHEET 2 OF 8
 DECEMBER 1, 2019



FIRST FLOOR PLAN

1/4" = 1'-0"

NOTES

- ⊙ = CO AND SMOKE DETECTOR
- ⊙ = SMOKE DETECTOR
- EXTERIOR WALLS = 2x6 STUDS @ 16" OC
- INTERIOR WALLS = 2x4 STUDS @ 16" OC
- HEADERS = 2-2"x8" EXCEPT AS NOTED
- PLAN TO BE BUILT REVERSED
- PROVIDE NFPA 130 SPRINKLER PER MASS AMENDMENTS R 313.1.1

SPACED WALLS

- NOTE A - 1/2" GYP. BD. PANELS, INSTALL VERTICAL SCREWS OR NAILS @ 7"
- NOTE B - 1/2" GYP. BD. PANELS, INSTALL VERTICAL SCREWS OR NAILS @ 6" ALONG EDGES, AND @ 7" IN THE FIELD

BW = SPACED WALL PANEL IN LENGTH INDICATED
 CONSTRUCTED OF 7/16" SHEATHING WITH Gd COMMON NAILS @ 6" ON EDGES AND 12" IN FIELD. 3-1/2d COMMON NAILS @ 16" OC FROM SOLE PL. INTO TRIM JOIST. Bd COMMON NAILS @ 6" OF TOP NAILED FROM RIM JOIST ABOVE INTO TOP PLATE.

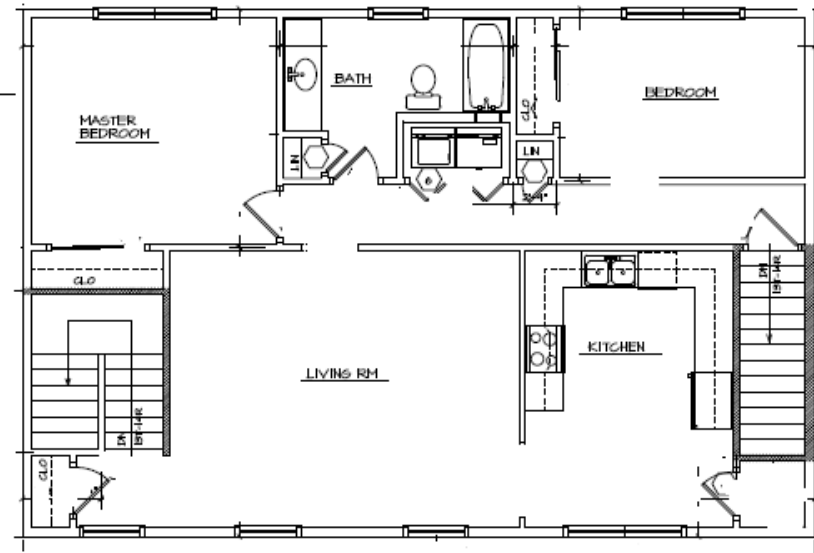


The Barn

12B Pine Hill Way

16B Pine Hill Way

Affordables



Pine Hill Village
Harvard, MA

Phase Number	Street Name	Style of Unit	Address Address	SF SF	Market/Aff Type	Percent Unit Ownership Percent Ownership	Condo Fee Condo Fee
Phase 1	Sunrise		Pine Bank				
		TD (really the TAV) Dplx Ranch (the Bedford) Co. (the Concord) TD (really the Tavern) Dplx	1A 1B 3 5 7	1577 943 2216 2016 1378	Market Aff Market Market Market	5% 2% 6% 6% 5%	\$315 \$127 \$353 \$346 \$311
	Pine Bank		Tucks Way				
		Ranch (The Wellesley) Co. (The Concord) SB (The Wayland) Tav (Duplex)	8 10 12B 12A	1378 1378 1176 1414	Market Market Aff Market	5% 5% 2% 5%	\$311 \$311 \$127 \$308
	Tucks Way		Sunrise				
		TF (Garden) TF (Garden) Ranch (The Wellesley) Ranch (The Wellesley)	2 4 6B 6A	2016 1500 1577 943	market market market Aff	6% 5% 5% 2%	\$346 \$318 \$305 \$127
	W. Serpentine		E. Serpentine				
		TF (upper) TF (lower) Co. (The Concord) HH (duplex) HH (duplex)	9A 9B 9C 11 13	1035 814 814 2216 2299	Market Aff Aff market market	4% 2% 2% 6% 6%	\$264 \$127 \$127 \$356 \$366
	E. Serpentine		W. Serpentine				
		SB (The Lexington) WC (the Weston) Triplex Triplex Triplex	14 16A 16B 18B 18A	2016 1414 1176 1570 1710	market maket aff market market	6% 5% 2% 5% 5%	\$346 \$308 \$127 \$305 \$322
		\$75,000					
						100%	\$6,250.00
						Total Budget	\$75,000.00

Expense Items – Projected

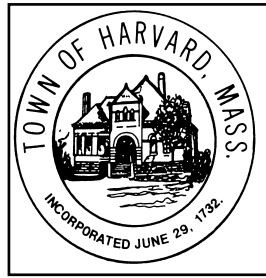
Septic System Maintenance/Inspection	\$6,000.00
Well System Maintenance/Inspections	\$10,000.00
Insurance	\$13,000.00
Landscaping	\$10,000.00
Snow Plowing	\$10,000.00
Sprinkler Maintenance/Inspections	\$600.00
Reserve Account	\$8,000.00
Utilities	\$5,000.00
Propane	\$700.00
Maintenance	\$4,000.00
Management	\$6,000.00
Miscellaneous	\$1,700.00

TOTAL ACTUAL EXPENSES **\$75,000.00**

Septic Escrow Reserve-Collected at closing **\$2,000.00** **\$** **46,000.00**

Condo Fees

Yearly **\$75,000.00**



The Finance Committee proposes the Town establish the following Debt Management Policy. Having a debt limit policy will help maintain Harvard's AAA bond rating in the face of our current high debt load. This policy was developed after reviewing similar policies in place from Westford, Bedford, Wakefield, Norwell, Needham, Amherst, Dedham, Sudbury, and Carlisle. Lori Bolasevich helped develop these policies with recommendations of the Town's Financial Advisor, Hilltop Securities.

- 1) Proceeds from long-term debt will not be used for current, ongoing operations.
- 2) The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to 10% - 12% of expenditures, with the goal to lower the amount to below 10% by FY30, and limit annual increases in debt service to a level that will not materially jeopardize the Town's credit rating.
- 3) Projects with balances remaining after project completion shall be reviewed annually and excess balances shall be appropriated to other capital projects in accordance with MA General Law Chapter 44, Section 20.
- 4) Authorized unissued debt remaining after a capital project has been completed shall be presented to Town Meeting for rescission, and the Town will periodically review outstanding issues for refunding opportunities.
- 5) The Town will pay for projects costing less than \$100,000 with operating revenues or other available reserves, and will issue bonds/notes through a competitive bid process unless market conditions or other special circumstances make a negotiated sale more beneficial.
- 6) The borrowing term for a project will not exceed the useful life of each asset or improvement, bond issues will not exceed 30 years, and debt will be paid as rapidly as appropriate in order to reduce the total amount of interest.
- 7) Issuing new debt should coincide as much as possible with the retiring of old debt to minimize year-to-year tax fluctuations on our residents, and correspond to the Town Capital Planning and Investment Committee's long term plan for projects.
- 8) Issuing and structuring debt is the responsibility of the Treasurer under MA General Law. The Treasurer and Finance Director, under the direction of the Town Administrator and the approval of the Select Board, will finance projects voted by Town Meeting with the advice of an outside financial advisor specializing in municipal debt, if needed.
- 9) The Town is addressing its pension and OPEB liabilities with an annual budget line item appropriation.
- 10) The Town monitors post issuance compliance of the spending and private use of each project financed with tax exempt bonds, and these policies are subject to annual review and revision as needed.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

AMENDMENT-Change of Manager **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Shaker Hills Country Club, Corp.	Harvard, MA	CV06/20

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Andrew Jordan	General Manger	andy@shakerhills.com	[Redacted]

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Andrew Jordan	Date of Birth	[Redacted]	SSN	[Redacted]
Residential Address	[Redacted]				
Email	andy@shakerhills.com	Phone	[Redacted]		
Please indicate how many hours per week you intend to be on the licensed premises	40+	Last-Approved License Manager	JoAnn Upham		

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* Yes No *Manager must be U.S. citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
 Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
07/01/2016	Current	Head Pro/AGM to GM	Shaker Hills Country Club	Frederick Curtis
02/01/2012	06/30/2016	Assistant Golf Professional	Wollaston Golf Club	Steve Mann

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature		Date	2/11/20
---------------------	--	------	---------

Continued Work History - Andrew Jordan

Start Date	End Date	Position	Employer	Supervisor Name
1/20/2011	2/1/2012	Assistant Golf Pro	White Cliffs Country Club	Rick Baptist
4/20/2006	12/31/2010	Assistant Golf Pro	Blue Hill Country Club	Lou Katsos

APPLICANT'S STATEMENT

I, Frederick Curtis, Jr. the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Shaker Hills Country Club, Corp.
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Frederick Curtis, Jr.

Date:

2/12/20

Title:

Pres & CEO

CORPORATE VOTE

The Board of Directors or LLC Managers of
Entity Name
duly voted to apply to the Licensing Authority of
City/Town and the
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

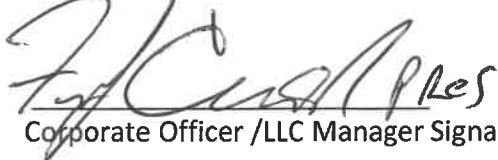
"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint
Name of Liquor License Manager


as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,


Corporate Officer /LLC Manager Signature
Fred Curtis
(Print Name)

For Corporations ONLY

A true copy attest,


Corporation Clerk's Signature
Fred Curtis
(Print Name)

Change of Manager

- Manager Application
- CORI Authorization
- Vote of the Entity
- Proof of Citizenship (Manager must be U.S. citizen)
- Payment Receipt

COMMONWEALTH OF MASSACHUSETTS

TOWN OF HARVARD

CALL TO CAUCUS

ss, Worcester

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 Town who are qualified to vote at the town caucus to vote at the

HARVARD TOWN HALL MEETING ROOM

on **Monday, the 23rd day of March, 2020, at 7:00 p.m.** The caucus will be called to order by the Town Clerk for the following purpose:

To nominate candidates for the following offices:

MODERATOR	ONE POSITION FOR ONE YEAR
SELECT BOARD	TWO POSITIONS FOR THREE YEARS
LIBRARY TRUSTEES	TWO POSITIONS FOR THREE YEARS
SCHOOL COMMITTEE	TWO POSITIONS FOR THREE YEARS
WARNER FREE LECTURE TRUSTEES	TWO POSITIONS FOR THREE YEARS

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

Given under our hands this ____ day of February, 2020,

Lucy B. Wallace

Rich D. Maiore

Kara McGuire Minar

Stuart Sklar

Alice von Loesecke, Chair

Select Board of the Town of Harvard

Warrant must be posted by **Monday, March 16, 2020** (at least seven days prior to caucus)

I hereby certify that I have posted five attested copies of the warrant for the Caucus, one at the Harvard Town Hall, one at the Post Office in Harvard, one at the Post Office in Still River, one at the Harvard Public Library, and one at the Hildreth House, as directed by the vote of the town, seven days at least before the time of holding said caucus.

Date posted: _____

Gregory Newman, Constable

**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).