



**SELECT BOARD
AGENDA
Tuesday, January 19, 2021
7:00pm**

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

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Jan 19, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83536514868?pwd=ZWE0ek5IUGR4SVE3VzNaZENWSENJUT09>

Meeting ID: 835 3651 4868

Passcode: 415578

Meeting ID: 835 3651 4868

Find your local number: <https://us02web.zoom.us/j/kcS8MC6b5r>

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

Find your local number:

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,123906012# US (New York)

Agenda Items

- 1) Review and discuss Request for Proposals (RFP) for a cell tower on town land (7:00)
- 2) Public Communication (7:15)
- 3) Town Administrator Report - miscellaneous issues & discussion items (7:20)
- 4) Approve minutes 12/15/20 & 1/5/21 (7:30)
- 5) Action/Discussion items: (7:35)
 - a) Review and discuss revisions to appointment policy
 - b) Discuss OPEB/Free cash policy during financial crisis
 - c) Discuss the boards policy for budget review
 - d) Review FY21 goals and action items – additional space needs for CoA
- 6) Select Board Reports
- 7) **Executive Session as per MGL 30A Sec. 21.3** to discuss strategy with respect to litigation and collective bargaining as an open meeting will have a detrimental effect on both the litigation and bargaining position of the Town. The Board will reconvene into open session only to adjourn.

*Next Select Board Regular Meeting
Tuesday, February 2, 2021
7:00pm*



Lease of Land For
Installation and Operation of Wireless
Communications Equipment

The Town of Harvard invites sealed Proposals from Contractors for:

Lease of Land for Installation and Operation of Wireless Communications Equipment

The Town of Harvard invites mobile communications firms to submit proposals for the leasing of space for the installation and operation of wireless communications equipment. The lease shall be for a period of up to **XX** years. The proposer (Lessee) shall obtain all permits and pay all costs associated with the Lessee's equipment.

This Request for Proposals is made pursuant to Massachusetts General Laws, Chapter 30B, Section 16, pertaining to Lease of Real Property. Documents can be obtained on the Town of Harvard's webpage or by emailing Marie Sobalvarro at msobalvarro@harvard.ma.us.

By submission of a proposal, the firm submitting agrees to enter into a lease with the Town of Harvard that incorporates all the terms and conditions of this RFP if the proposal is accepted by the Town. The Lessee will be responsible for obtaining any required permitting pursuant to federal, state and local regulations and codes, including zoning, and all costs of construction and maintenance of their facilities.

Overview

The Town of Harvard has declared that the below-described property is available for leasing. The Town invites person(s) or firm(s) to submit proposals for the leasing of certain space at (Address) for the installation and operation of wireless communications equipment.

Description of the property to be leased

1. The property at X is currently zoned etc. etc. **Copy from Town Meeting minutes?** X, Y, Z.
2. The land being offered for lease is a portion of the property, designated to hold materials described as cellular services tower with a **N by N parcel containing N square feet together with the Rights of Way for ingress and egress, seven days a week, twenty-four hours a day, over a N foot wide right-of-way extending from Bolton Road, to the area.** The installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along the rights of way will also be included. Bidder will be responsible for locating the cell lease area on the parcel in compliance with local regulations and bylaws.

Site Inspections, Testing

1. The Town makes no representations of any kind with respect to the site, its adequacy to support the equipment, or the appropriateness of its use as a site for wireless communication equipment. Each respondent will be responsible for determining the adequacy of the Licensed Premises to support the respondent's equipment and the suitability of the site for use as a wireless communication equipment site.

Interested parties will be permitted to inspect the Town's plans, specifications and other records relating to the site and will have access to the site to make inspections, perform engineering surveys and tests at their own expense, subject to prior approval of the Town.

2. All improvements, equipment, antennas and conduits shall be at Bidders expense, and their installation shall be at the discretion and option of the Bidder. Bidder may have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates during the term. The successful bidder is responsible for all engineering and permitting work associated with obtaining a special permit from the Planning Board. It is understood and agreed that the successful Bidder's ability to use the premises is contingent upon its obtaining after the execution date of an Agreement all of the certificates, permits, and other approvals (collectively the "Government Approvals") that may be required by any Federal, State, or Local authorities as well as satisfactory soil boring tests which will permit the Bidders use of the the Premises as set forth above.
3. Interested parties will be able to schedule appointments to conduct testing at the Property the week of **WHEN**. A Certificate of Insurance must be provided to the Procurement Office

no less than two business days in advance of the scheduled date of testing. The Certificate of Insurance should provide evidence of the following coverage:

Commercial General Liability: (Confirm with MIIA)

Automobile Liability: (Confirm with MIIA)

Workers Compensation and Employers Liability: Amounts as required by MGL Chapter 152.

The insurance certificate must also state the dates of coverage and the location to which the coverage applies. Persons and/or companies conducting site tests will also be required to execute a hold harmless and indemnification form and certificate of corporate authority, copies of which are attached hereto as **EXHIBIT N** and **EXHIBIT N**, respectively.

Submission Requirements

Proposals shall include, at a minimum, the following:

1. Plans, photos, and other documents to clearly outline the scope of the installation and the equipment necessary for the proposed Lessee's use of the premises. The means of attachment of all and any equipment must be approved by a professional engineer hired by the Town of Harvard. All costs associated with plan review and approval, and work inspection and acceptance as to compliance with the approved plans shall be borne by the Lessee.
2. Photos of other existing telecommunication installations similar to the proposal belonging to the proposed Lessee, if any.
3. A list of locations of all wireless communication facilities that the proposed Lessee has installed on municipal or stat-owned property in Massachusetts over the past N years, and the name, address, and telephone number of the owner of the site(s). If the proposed Lessee has not yet installed facilities in Massachusetts, it may provide information about sites of comparable facilities which it has installed in other states.
4. Evidence of Federal and State licenses.
5. A copy of the audited financial statements from the proposed Lessee for the most recent fiscal year.
6. A complete letter outlining the proposal, price, deviation from the RFP if any, and other details including a letter of transmittal signed by the individual authorized to negotiate for and contractually bind the proposed Lessee, stating that the offer is effective for at least forty-five (45) calendar days from the submission of proposals, or until it is formally withdrawn, or a lease is executed, or this RFP is cancelled, whichever occurs first.
7. A completed Proposal Form. (Form A – Attached)
8. A completed Price Proposal Form. (Form B- Attached).

9. A signed Certificate of Tax Compliance. (Form C – Attached).
10. A signed Certificate of Non-Collusion. (Form D – Attached).
11. Hold Harmless Form. (Form E – Attached).
12. Certificate of Corporate Authority. (Form F – Attached).
13. Certificate of Foreign Corporation. (Form G- Attached).
14. Completed disclosure of beneficial interest in real property transaction as required by Mass. Gen. Law, c. 7C, §38. (Form H- Attached).
15. A statement of intent to comply with the Town of Harvard Zoning Law (citation), Wireless Communications Facilities.
16. A structural assessment by a Massachusetts Registered Professional Structural Engineer attesting that the tower, including railings, ladders, walkways and supports, will not be structurally damaged by the attachment of antennas and that the tower can structurally support the antennas.
17. Three (3) copies of the proposals are to be submitted: One original and two (2) photocopies of the original.

Each proposal should satisfy all of the Proposal Submission Requirements in order to be considered for award. Failure to complete the required forms, answer any questions, or provide the required documentation will be deemed non-responsive and result in rejection of the proposal unless the Town determines that such failure constitutes a minor informality.

Submission of a proposal shall be conclusive evidence that the proposed Lessee has examined the Property and the RFP documents and is familiar with all the conditions of the proposed lease(s). Upon finding any omissions or discrepancy in the RFP documents, the proposed Lessee shall notify the Procurement Officer at msobalvarro@harvard.ma.us or by phone at 978-456-4100 x330 immediately so that any necessary addenda may be issued. Failure of the proposed Lessee to completely investigate the Property and/or to be thoroughly familiar with the RFP documents (including plans, specifications and all addenda) shall in no way relieve him or her from any obligation with respect to the proposal. The Town reserves the right to amend this RFP at any time by written notice to each proposed Lessee that has requested a copy of RFP prior to the deadline for submission of proposals, and to reject any and all proposals received, as determined to be in the best interests of the Town.

Evaluation Criteria

The purpose of information requested in this Section is to assist the Town in evaluating each proposal. Responses should be complete and full:

1. Financial Strength and Credit Worthiness:

- a. A Highly Advantageous rating will be given to an offeror who has more than sufficient assets to enter into the Lease agreement and make payments for the total annual lease value set forth in the proposal. In particular, this highest rating will be reserved for offerors whose Dun and Bradstreet (or equivalent) classification for financial strength is “3A” or better, with a composite credit appraisal of “1”.
- b. An Advantageous rating will be given to an offeror who has sufficient assets to enter into the Lease, as shown by its Dun and Bradstreet (or equivalent) classification for financial strength of “1A” or above, with a composite credit rating of at least “2”. Ratings of parent or sister companies who have only limited liability for the offeror shall not be considered.
- c. An Unacceptable rating will be given to an offeror who does not have sufficient assets to enter into the Lease, as shown by its Dun and Bradstreet (or equivalent) classification for financial strength of lower than “1A”.

2. Most Aesthetically Appropriate Use of the Property:

- a. A Highly Advantageous rating will be given to an offeror whose proposed plans for the Property involve the most aesthetically appropriate use of the site by minimizing the visual and environmental impacts of the proposed facilities, consistent with the requirements of the Town’s Zoning Bylaw. Design measures taken to minimize the visual impact of the equipment will contribute to a Highly Advantageous rating.
- b. An Advantageous rating will be given to an offeror whose proposed plans for the Property comply with the requirements of the Town’s Zoning Bylaw relative to such installations, and which use standard installation techniques, with only modest efforts in the area of mitigating visual impacts and protecting the environment.
- c. An Unacceptable rating will be given to an offeror whose proposed plans for the Property are not for wireless communication tower purposes or otherwise do not comply with the Town’s Zoning Bylaw and the provisions of this RFP.

3. Technical Expertise and Capabilities Documentation of Need:

- a. A Highly Advantageous rating will be given to an offeror who has significant technical expertise and capabilities for the construction, operation and maintenance of wireless communications towers, antennas, and other equipment. In particular, this highest rating will be reserved for offerors who are able to utilize the existing installed facilities on the tower and whose experience, professional licenses and accreditations, and professional references demonstrate that the offeror is capable of developing a specialized approach to the operation and maintenance of the wireless communication tower, antennas and

communications equipment in a manner that is suitable for this Lease. To obtain this rating, an offeror must also provide detailed documentation of the need for such facilities to be located at this site. The material submitted pursuant to Section III of this RFP will be used to evaluate this criterion, and compelling arguments must be made of the need for the proposed installation at this site.

- b. An Advantageous rating will be given to an offeror who has some technical expertise and capabilities for the operation and maintenance described above, and who provides adequate documentation of need in Grafton for these facilities.
- c. An Unacceptable rating will be given to an offeror who has no specific technical expertise or capabilities for operation and maintenance described above and who does not adequately describe the need for these facilities to be located in Grafton.

4. Experience with Similar Projects

- a. A Highly advantageous rating will be given to an offeror who has significant experience in the development and operation of facilities that are similar in nature, size, and scope.
- b. An Advantageous rating will be given to an offeror who has experience in the development and operation of similar projects.
- c. An Unacceptable rating will be given to an offeror who has no experience in the development and operation of similar projects.

Specifications

1. The Town shall have aesthetic control over the proposed Site Development Plan and shall approve all plans and specifications prior to construction. Such review and approval shall be above and beyond all required review and approval under all applicable federal, state, and local laws, rules, and regulations. Said aesthetic control shall include, but not be limited to review and approval of all equipment and appurtenance design and specifications, and site area landscaping design and specifications.
2. All costs associated with plan review and approval, and work inspection and acceptance as to compliance with the approved plans shall be borne by the Lessee.
3. Co-location of telecommunication providers shall be required. The facility shall be designed to accommodate other providers, if possible. The winning Lessee shall make every effort to accommodate the antenna space needs of other lessees.
4. The Lessee shall have installed communications equipment of the types and frequencies that will not cause “measurable interference” as defined by the Federal Communications Commission to present or future municipal communications equipment, other carriers, or to the residents of the Town of Harvard, MA. If the Lessee’s equipment causes such

interference, the Lessee shall correct and eliminate such interference within thirty (30) days of written notification from the Town.

Minimum Requirements

1. The rent space at the Site will be the annual rent plus any yearly increase for inflation as stipulated in the Lease Agreement, plus any amount due because of third party leases or rentals, as stipulated in the Lease Agreement. A minimum first year's lease payment will be determined as per bid with an annual X% escalation. All Proposals shall specify the rent for the first year (base rent) of the lease.
- 2.
3. The initial term of the Lease shall be XXX years commencing on the date of execution of a Lease, with N (XX) five (5) year extension options.
4. The successful Lessee shall not assign this contract or any interest therein, without prior written consent of the Town.
5. The Lessee shall not be permitted to begin construction or installation of equipment before executing a Lease Agreement (Exhibit G) and obtaining all necessary permits and approvals as further provided in this RFP.
6. The Lessee shall maintain insurance satisfactory to the Town covering the facility as required in the Lease Agreement and shall hold harmless and indemnify the Town for any damages from construction or use of the facility. A Certificate of Insurance must be provided to the Town evidencing liability and worker's compensation coverage. The Certificate of Insurance must indicate the Town as an additional insured under the liability and automobile insurance policies for the entire term of the Agreement.
7. The Town or agents of the Town may, at reasonable times, upon reasonable prior notice to the Lessee, enter to view the Property. In the event of an emergency or perceived emergency, the Town may enter to make repairs or to inspect without prior notice to the Lessee. Annually, the Town shall conduct an inspection of the Property.
8. The proposed Lessee agrees and shall ensure that the installation of its equipment and its use will not interfere with the use of the Town's property for any purpose for which the Property is being used at the commencement of the Lease. The proposed Lessee shall also agree that its use of the Property will not interfere with use of the Property for wireless communication equipment by the Town or by other lessees and will make such changes or modifications to its equipment as may be required by the Town to eliminate or minimize such interference; provided, however, that any lessee of the Property shall be entitled to be reimbursed by a subsequent lessee for any costs incurred in relocating or modifying the equipment to eliminate interference with equipment installed by such subsequent lessee.
9. The Lessee will have responsibility for all utility costs for the antennas and associated apparatus and pay all costs associated with the installation, maintenance and insurance of the equipment and employees or contractors during construction and throughout the duration of the lease.

10. The Lessee will be responsible for obtaining and maintaining all required permits.
11. Following equipment installation, the Lessee shall not access the Property without first providing notice of the date and time of the visit to the Town of Harvard. The Town's activities and uses at the Site shall have priority over the Lessee's access rights.
12. The Lessee shall pay all costs associated with the installation, maintenance, and insurance of equipment and employees during installation and for the duration of the Lease Agreement, as stated in the Lease Agreement. All work must be performed in a good and workmanlike manner, and in a manner that will not adversely affect the structural integrity or maintenance of the Property or any existing structure on the Property or cause any other damage to the Town's property or structures. The Lessee shall reimburse the Town for any reasonable fees and expenses incurred by Town's consulting engineers in reviewing any such work by the Lessee, provided such fees and expenses do not exceed \$5,000.000
13. Furnish a removal bond in the amount of \$25,000 to provide for removal of equipment upon the termination of the lease.

IX. Lease Terms and Conditions:

Substantially in the form as provided in the attached Lease Agreement (the "Lease").

X. Award of Lease

The most advantageous proposal from a responsive and responsible proposer, taking into consideration the annualized value of the lease and all other evaluation criteria set forth in the solicitation, will be selected. In ascertaining the annualized rental value, the Town will consider the annual rent, including escalation clauses.

Final award of a lease is contingent upon the proposed Lessee's ability to demonstrate compliance with all federal, state and local laws, rules and regulations and obtaining any and all required permits and licenses. The Lease Agreement shall be the subject to the issuance of the Special Permit by the Zoning Board.

The Town reserves the right to reject any and all proposals as determined to be in the best interests of the Town and to waive any informalities and minor irregularities to proposals received.

XI. Taxes

The Lessee shall be responsible for making any necessary returns for and paying any and all other property taxes separately levied or assessed against the improvements constructed by the Lessee on the Leased Premises.

XII. Termination

At the end of the Lease Period, the Lessee shall remove all personal property and equipment installed at the Property, including any utility connections, and shall restore the Property to its pre-existing condition. Such removal shall be completed upon the expiration of the Lease period. If the Town does not require removal of all personal property including utility connections installed by the Lessee, it may require the Lessee to transfer title of such property and connections to the Town by appropriate written documentation.

DRAFT

Select Board Minutes

Tuesday, December 15, 2020

7:00pm

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

Select Board participants: Chair Alice von Loesecke, Kara Minar, Stu Sklar, Lucy Wallace
Rich Maiore was unable to attend.

Town Department attendees: Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro and Executive Assistant Julie Doucet, DPW Director Tim Kilhart

Additional participants:

Wild & Scenic Stewardship Council alternate Michelle Girard, CPIC Chair John Seeley, Attorney representing Verizon Christopher Swiniarski, ZBA Chair Chris Tracey

Update on the work of the Nashua, Squannacook & Nissitissit Rivers Wild & Scenic Stewardship Council
Council members Michelle Girard and Lucy Wallace provided a two page summary which included a background, their mission and plans for their 2020 budget. For more information, visit the Wild and Scenic Rivers website: www.wildandscenicnashuarivers.org

Capital Planning & Investment Committee (CPIC) FY22 recommendations

Committee Chair John Seeley reported the committee voted this past Thursday on their recommendations:

Town of Harvard Capital Committee													
Capital Project Rating Schedule FY 2022													
GRAND TOTAL		\$2,543,500		Alice		John		Nate		SusanM		Teresa	
Proj #	Dept	Item	Cost	Total Score:	Rank	Score	Score	Score	Score	Score	Score		
1	DPW	Light Duty Dump Truck	\$85,000	66	6	14	14	14	12	12			
2	DPW	Road Construction	\$300,000	81	1	16	12	19	15	19			
3	Fire	Engine 3	\$262,500	81	2	19	11	19	15	17			
4	Fire	Fire Ponds	\$50,000	68	3	10	11	18	15	14			
5	Fire	Repeater	\$30,000	43	11	7	9	16	6	5			
6	PB	Commercial District Dev't	\$300,000	59	8	18	12	11	14	4			
7	SB	Old Library Roof	\$966,000	55	10	12	9	14	11	9			
8	Schools	TBS Card Access	\$100,000	67	5	10	12	15	15	15			
9	Schools	TBS HVAC	\$150,000	68	4	15	16	10	20	7			
10	Schools	TBS Lockers	\$100,000	59	9	13	10	13	14	9			
11	Schools	HES Debt Payment	\$200,000	65	7	17	13	11	15	9			

					CSF	Debt Devens
Proj Dept	Item	Cost Total	\$Rank	Funding Source	\$1,447,50	\$100,000
2 DPW	Road Construction	\$300,000	81	1 CSF	\$300,000	
3 Fire	Engine 3	\$262,500	81	2 CSF	\$262,500	
4 Fire	Fire Ponds	\$50,000	68	3 CSF	\$50,000	
9 Schools	TBS HVAC	\$150,000	68	4 CSF	\$150,000	
8 Schools	TBS Card Access	\$100,000	67	5 CSF	\$100,000	
1 DPW	Light Duty Dump Truck	\$85,000	66	6 CSF	\$85,000	
11 Schools	HES Debt Payment	\$200,000	65	7 CSF	\$200,000	
6 PB	Commercial District Dev'	\$300,000	59	8 CSF	\$300,000	
10 Schools	TBS Lockers	\$100,000	59	9 Devens		\$100,000
7 SB	Old Library Roof	\$966,000	55	10		
5 Fire	Repeater	\$30,000	43	11		

Seeley explained the committee did not vote in support of the old library roof repair. Committee members have concerns over other costly expenses that will be necessary to maintain the building such as an elevator and sprinkler system. They want a true cost to maintain the building and felt other projects were more deserving.

Seeley said the repeater request to improve cell tower is imminent however CPIC was concerned on the timing.

Lucy Wallace asked about utilizing Devens funds for the school projects. Seeley will follow up with the school department on the balance of those funds.

Rich Maiore asked when do we decide to not look forward and handle immediate needs when it comes to the old library building. Seeley said it may be a question for voters but the majority of the CPIC members did not think it made sense to spend so much money on this building especially without a long-term plan for future use. Kara Minar was also surprised and questioned why the roof was not on the CPIC plan prior. Alice von Loesecke explained CPIC has had the roof on the schedule however after a full envelope assessment was completed on the building the scope of the project entirely changed. Stu Sklar agreed with Wallace and Minar and expressed his disappointment about their vote on the old library roof project.

At this time, Rich Maiore exited the meeting. He recused himself from the agenda topic about a cell tower on town.

Public Communication

Chris Tracey, Bolton Road, asked when the damaged automated speed signs will be addressed.

Jim Saalfield, 18 & 20 Woodchuck Hill Road, asked for transparency from the Select Board. As elected officials beholden to the town they should provide a detailed description as to why they have not put out a Request for Proposals (RFP) for a cell tower on town land. His understanding is a location on Bolton Road has been

approved at a town meeting but not pursued any further. Saalfield believes town land should be used to provide better cell service why is it not being pursued more aggressively. He believes the town could generate up to \$75,000 in annual revenue. Saalfield insinuated a Select Board members family would benefit from a cell tower on Woodchuck Hill Road. Saalfield requested a detailed account of the town's process thus far.

Town Administrator Tim Bragan warned Saalfield about making accusations. Saalfield was adamant the property being investigated for a cell tower is in a trust with one of the beneficiaries being a Select Board member.

Greg Romero, 4 Woodchuck Hill Road, asked for clarity about the cell location on Bolton Road. Was it or was it not approved? He has heard conflicting stories.

Bragan explained the location on Bolton Road was approved in 2006 and in 2013 an RFP was presented but was incorrect and therefore was tabled in 2013.

Romero was disappointed that over the past 6 months Verizon has been in negotiations over the Woodchuck Hill Road site that the Bolton Road location never came up. He noted with the Covid-19 pandemic there is a heightened sensitivity for better cell phone coverage. He strongly encouraged the Select Board to do an RFP to provide better coverage and possibly generate revenue for the town.

Discuss cell tower on town land

Alice von Loesecke appreciates urgency of the concerned residents who have come forward and the honesty of fellow board members to clear up any misconceptions of wrong doing in this process. She took responsibility, as chairperson of the Select Board for the past few years, for not initiating an RFP for a cell tower on town land. With so many areas for the Select Board to focus on obviously a cell tower was not on top of that list. Von Loesecke personally understands the frustration as she too suffers with cell coverage issues in her neighborhood. Bragan explained the Hildreth House site is not as advantageous as the Bolton Road site however any site chosen with most certainly will raise concern from neighbors. He did state when public safety is an issue that provides more leverage.

Attorney representing Verizon Christopher Swiniarski cautioned even if the town decides to issue an RFP it does not mean Verizon will respond. He explained an initial review is done to determine the best locations. He noted when the town was approached about the Bolton Road location but when there was no interest Verizon moved on to other locations. He said the Bolton Road site will likely not replace the need for the site in question on Woodchuck Hill Road. He noted federal law allows carriers to provide service one way or another. He indicated they approached the Maiore family about Woodchuck Hill Road. The Maiore's did not approach them.

ZBA Chair Chris Tracey said there is evidence the Bolton Road site is a viable alternative. Von Loesecke would request a full analysis of the Bolton Road site such as what was done on Woodchuck Hill. All agree it is clear with the current climate proper coverage is necessary.

By a roll call vote, Minar – aye, Sklar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to proceed with issuing an RFP for improved coverage on the Southside of town using the Bolton Rd site.

Rich Maiore reentered the meeting at this time.

Town Administrator Report

Jared Mullane has officially accepted the position of Finance Director for the Town of Harvard and will officially start on Monday, January 4, 2021.

Harvard has gone from gray to yellow on the state's covid-19 map. This is a result of having 16 cases in less than 14 days. Our move to appointment only took place on the 9th and has gone well.

Devens has two projects moving forward. King Street Properties purchased property on Jackson Rd and is moving forward with developing a bio-manufacturing campus and another development project, Commonwealth Fusion Systems, is looking at the property across from New England Studios. These are two good size projects for the Central Mass area and promising for each of their respective fields.

The House and Senate Ways and means Committee Chairs and the Governor's Budget Office held their Consensus Revenue Hearing earlier today to kick off the FY22 Budget Season.

There will be an upcoming change of manager at Fruitlands. This will be before the Board in January.

The Grapevine has resurrected the potential transfer of their license as well as a possible request for an all alcohol license. These are two separate issues and the transfer would have to happen first.

Any budget questions are due by December 31, 2020 at 12noon. Questions can be submitted before the 31st and that would be greatly appreciated.

Town Report notice went out two weeks ago and Julie has set Monday, January 25, 2021 as the deadline for getting reports to her.

Minutes

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar aye, von Loesecke – aye, the board voted unanimously to approve the 12/1 minutes, as presented.

Annual license renewals

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar aye, von Loesecke – aye, the board voted unanimously to approve annual license renewals as presented subject to all requirements being met.

Recognize resignations

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar aye, von Loesecke – aye, the board voted unanimously to accept resignations of Carolyn Luescher from the Commission on Disabilities and Jason Cole from the Deer Management Sub-Committee and send thank you letters.

Discuss letter of support for Fivesparks to accompany grant application

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar aye, von Loesecke – aye, the board voted unanimously to approve application to the MCC and endorse letter to Fivesparks.

Select Board Reports

Lucy Wallace announced the DPW buckets of sand for seniors are available to be delivered if you call the Council on Aging.

The meeting was adjourned at 9:30pm

Documents referenced:

Wild & Scenic update – dated 11.23.2020

ZBA letter – dated 12.10.2020

Isotrope letter w/maps – dated 11.17.2020

CPIC recommendations – FY22

Annual License Renewals – calendar year 2021

Carolyn Luescher resignation letter dated 11.23.2020

Jason Cole resignation letter – dated 12.4.2020

Fivesparks support letter for MCC grant- 12.7.2020

Select Board Minutes
Tuesday, January 5, 2021
7:00pm

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

Select Board participants: Chair Alice von Loesecke, Kara Minar, Stu Sklar, Lucy Wallace
Stu Sklar was unable to attend.

Town Department attendees: Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro and Executive Assistant Julie Doucet, Community & Economic Development Director Chris Ryan

Additional participants:
Planning Board Chair Justin Brown, Planning Board member Stacia Donahue

Transportation Advisory Committee charge

Community & Economic Development Director Chris Ryan, Planning Board Chair Justin Brown and member Stacia Donahue were present to review their final version of the committee charge. The Select Board members offered a few suggestions. By a roll call vote, Minar – aye, Wallace – aye, Maiore – aye, von Loesecke – aye, the board voted unanimously to accept the mission and organization, and charge as amended. They set January 31st as the deadline for volunteer forms to be submitted. They will conduct interviews at their first meeting in February and make appointments at the second meeting.

Town Administrator Report

Tim Bragan reported on the following items:

- Jared Mullane officially started in his new position of Finance Director for the Town of Harvard yesterday.
- Harvard Pilgrim and Tufts have started their merger. The next MNHG Board meeting is on Friday, February 12, 2021 at 10 AM and the main topic of the meetings is FY22 rate setting for active employee plans.
- The FY22 Budget Questions for departments, boards, and committees went out today and the answers are due back on the 13th except for the School as they have until the 15th to respond. There were a total of ~187 questions asked of 16+ budgets. FinCom will start scheduling meetings with departments next Wednesday (1.13.2021). He will provide the schedule to the Select Board as soon as possible.
- Town Hall has moved back to Team A and Team B scheduling due to the heightened numbers of the covid 19 virus in the State. We plan to continue this until the end of the month.
- Town Report notice went out two weeks ago and Julie has set Monday, January 25, 2021 as the deadline for getting reports to her.

Minutes

By a roll call vote, Minar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to approve regular and executive session minutes of 12/9, as presented. Maiore abstained due to his absence at the 12/9 meeting.

Change of Manager for Fruitlands

By a roll call vote, Wallace- aye, Maiore – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to approve a change in manager for Fruitlands Museum.

Police Chief Ed Denmark Contract

Assistant Town Administrator/HR Director Marie Sobalvarro presented the contract with inclusion of suggestions from the board members. By a roll call vote, Minar – aye, Wallace – aye, Maiore – aye, von Loesecke – aye, the board voted unanimously to endorse and approve contract as presented by Marie Sobalvarro.

Finance Director Jared Mullane Contract

Sobalvarro highlighted Mullane requested a flexible 36 hour a week schedule. His annual salary reflects this reduction in hours. She confirmed the schedule will be closely aligned with other staff members. The position is not hourly therefore he is expected to manage his time appropriately. By a roll call vote, Wallace – aye, Maiore – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to endorse contract for Jared Mullane.

Select Board reports

Wallace reported Fivesparks is finalizing the grant application for MCC and plan to submit it by the end of next week.

She asked when the Select Board will revisit the CPIC recommendations. Von Loesecke expects in February.

Minar report a recent meeting on field maintenance was productive and offered creative ways to improve communication on maintenance.

Maiore expects to have an update on the Bromfield House Committee by the end of February.

Minar suggested engagement with the Open Space Committee with respect to fields. Maiore will have a report soon.

The meeting adjourned at 8:00pm.

Documents referenced:

Transportation Advisory Committee charge – dated 12.31.2020

Fruitlands Museum change of manager request – dated Dec 2020

FY21 Select Board Goals/Action Items

Policies/Procedures

- Annual appointment process revised to: clarify reappointment, begin earlier in the year & set clear deadlines, and decide upon specific criteria blending institutional knowledge while encouraging new volunteers which will require more Select Board liaison involvement in the process. (Kara Minar) **November**
- Institute a policy requiring all committee/board/commission members to create an email account using Gmail specific for town business. (Kara Minar) **September**
Examples: nameSBHarvard@gmail.com (Select Board) / namePBHarvard@gmail.com (Planning Board)
- Development of policies about use of Free Cash and/or OPEB funds to assist with operating budget shortfalls during financial crisis. (SelectB) **September**

Delivery of Town Services (Transfer Station)

- Capability for residents to purchase punch cards at the Transfer Station
- Increase accessibility for purchase of trash bags **October**
- Full report on financial structure and future of the Transfer Station (Stu Sklar and Rich Maiore) **October**

Revenue Generation

- Review fees throughout town departments and adjust as needed (SB with Tim and Marie) **September**
- Create a subcommittee to brainstorm non-property tax opportunities (Rich Maiore) **December**

Planning

- Select Board members will work more closely with their liaison assignments to prioritize goals for coming year.
- Master Plan progress reports from boards **October**
- Address additional space necessary to provide Council on Aging services. (Lucy Wallace)
- Housing – improve zoning for diversity (senior/downsizing and first home buyers) **September**
- Select Board position on overall goal for Ayer Road commercial district (Alice von Loesecke & Lucy Wallace) **January**

Facilities

- Bromfield House disposition – sell or remove building, with land being kept for municipal purposes. **January**
- Old Library roof will be tarped, reassess future use of building and have market analysis for rental or possible sale of building. (Alice von Loesecke) **February**