



**SELECT BOARD
AGENDA
Tuesday, January 5, 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 5, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84026634355?pwd=R05WZURadVZ1cmdXYngxMmdXVXZPZz09>

Meeting ID: 840 2663 4355

Passcode: 963993

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

Find your local number: <https://us02web.zoom.us/j/kbLIEW0d0>

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,123906012# US (New York)

Agenda Items

- 1) Review draft charge from the Planning Board for a Transportation Advisory Committee
- 2) Public Communication
- 3) Town Administrator Report - miscellaneous issues & discussion items
- 4) Approve minutes 12/9
- 5) Action/Discussion items:
 - a) Act on Fruitlands Museum liquor license change of manager
 - b) Act on Police Chief Ed Denmark's contract
 - c) Act on Finance Director Jared Mullane's contract
- 6) Select Board Reports

***Next Select Board Regular Meeting
Tuesday, January 19, 2021
7:00pm***

Harvard Transportation Advisory Committee (TAC)

Draft 8.1 – December 31, 2020

Intent, Purpose, and Authority

There shall be so created a Transportation Advisory Committee or TAC, that shall coordinate local transportation planning efforts and to promote collaboration in the development of collective transportation goals and priorities for the Town of Harvard. Members of the TAC shall be appointed by the Select Board for the purpose of carrying out the responsibilities of Chapter C of the Town Bylaws; address proactively a primary responsibility of the Planning Board to make careful studies of the resources, possibilities and needs of the town; and other duties and responsibilities of town boards, committees, and line departments, as may be applicable.

Mission

Harvard Transportation Advisory Committee (TAC) shall meet to discuss issues and concerns related to transportation matters and initiatives in the town and neighboring communities. The TAC shall establish collective goals and priorities for improving all means of transportation in the town consistent with the vision and goals of the 2016 Harvard Master Plan. The TAC would invite input from other boards and committees and the general public to ensure that the Council is truly representative of the interests of the people of Harvard. The TAC shall annually present their goals and recommendations to the Planning Board and Select Board and would publish their recommendations in a report for Annual Town Meeting. Additional meetings may be called to respond to transportation issues as they arise. Membership shall comprise of four (4) at-large members and one member each from the select board, planning board, school committee, and council on aging.

Organization

Members shall be appointed by a majority vote of the Select Board, typically at the June Strategic Planning Session but also at any other time as deemed appropriate by the Board. Members serve for three (3) year terms, at the discretion of the Planning Board. There are no term limits, and members can be any qualified resident of the Town of Harvard. At establishment, there shall be ten (10) members, comprised of the following:

1. Director of Community and Economic Development (Committee administrator)
2. One (1) member of the Planning Board
3. One (1) member of the Select Board
4. One (1) member of the Council on Aging
5. One (1) member of the School Committee
6. One (1) at-large member representing bicycle and/or trails advocacy
7. One (1) at-large member representing business community
8. Three (3) at-large members Harvard residents

The Committee may also seek consultation and advisement from other boards, committees, and agencies as they may be necessary including but not limited to:

1. Director of the Department of Public Works or designee
2. Police Chief or designee

3. Fire Chief or designee
4. MRPC Transportation Planning and/or Trails (MRTC) Representative
5. Devens Enterprise Commission Representative
6. Landline Trail Group Representative

The TAC shall elect officers from members 2-5 which shall include a Chair, Vice-Chair, and a Clerk.

Committee Charge

The TAC shall coordinate all transportation-related projects, issues, and questions as may arise that are within or may impact the Town of Harvard. Specific responsibilities also may include:

- Serves as the entity that formulates future transportation system planning taking into consideration projections for population, housing, and commercial growth; regional projections and trends; equity and other factors that can influence travel behavior and needs. The Transportation Advisory Committee shall, coordinate with other Town boards, committees, staff, other officials, and the public and establish recommendations for collective Town goals and priorities.
- The TAC shall make semi-annual reports to the Select Board and an annual report to Town Meeting regarding goals and priorities, trends, and other activities of the TAC.
- Acts as liaison, along with DPW Director, regarding issues, policies, and plans of regional and local interest considered by the Montachusett Joint Transportation Committee (MJTC) of the Montachusett Metropolitan Planning Organization (MMPO) including the Transportation Improvement Plan (TIP), Unified Planning Work Plan (UPWP), Long Range Transportation Plan (LRTP), Public Participation Plan (PPP), and Regional Transportation Plan (RTP).
- Considers issues, policies, and plans of the Massachusetts Department of Transportation (MassDOT) and, coordinates with the DPW Director, who is the liaison to MassDOT on current or proposed projects of a regional or local connection.
- Determines and recommends to the Planning Board the local transportation project priorities to be incorporated into the plans and programs of the MPO through the MJTC.
- Determines and recommends to the Planning Board and Select Board the transportation projects that should be considered to address local needs and priorities as may be expressed in local plans and policies including but not limited to the Master Plan, Town Center Action Plan, and Town Center Transportation Study Report.
- Determines and recommends to the Planning Board and Select Board the grants that should be sought to address the transportation priorities and projects.
- Recommends changes in the town street and road system to address traffic, safety, and other transportation priorities.
- Works with DPW and the Planning Board to recommend specific projects to be included in the State and Regional Transportation Improvement Program (TIP).

- Provides an open public forum for transportation-related projects in Harvard, and coordinates between projects and interests in cases where separate projects may impact each other or require joint planning due to interconnectivity.

Committee Meetings Date/Time

1. Meetings of the Transportation Advisory Committee are open to the public and subject to the Massachusetts Open Meeting Law MGL Chapter 30A, §§18-25.
2. The Transportation Advisory Committee meets quarterly and may convene special meetings as may be needed.
3. Committee meetings shall be held (date, time, place) as to be determined by the Committee. Agendas shall be available at Town Hall and are posted to the Town website ~~by 5:00 p.m.~~ 48 hours prior to the meeting date.
4. The Transportation Advisory Committee provides a summary of action in the Annual Town Report and may provide a report to Town Meeting as necessary.

Select Board Minutes
Wednesday, December 9, 2020
2:00pm

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: Jared Mullane

Introduction of Jared Mullane for appointment as the new Finance Director/Town Accountant.

Alice von Loesecke introduced Jared Mullane as the candidate chosen for appointment as the Finance Director/Town Accountant. Mullane is currently employed with the town of Andover as the Assistant Town Accountant. He spoke about his experience, education and why he is interested in the Finance Director position. The board members were able to ask questions and all expressed their excitement about Mullane joining the team.

Marie Sobalvarro reported all Mullane's references provided excellent feedback.

By a roll call vote, Sklar – aye, Minar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to appoint Jared Mullane as the town Finance Director/ Town Accountant.

By a roll call vote, Sklar – aye, Minar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to enter into Executive Session at 2:30pm as per MGL 30A Sec. 21.3 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 3:00pm.

Change of Manager

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



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00001-RS-0500

ENTITY/ LICENSEE NAME Fruitlands Museum

ADDRESS 102 Prospect Hill Road

CITY/TOWN Harvard

STATE MA

ZIP CODE 01451

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

APPLICANT'S STATEMENT

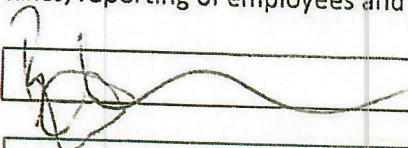
I, Bryan Kobelski the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager
Authorized Signatory
of Fireside Catering
Name of the Entity/Corporation

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:



Title: General Manager

Date:

11/11/2020

CORPORATE VOTE

The Board of Directors or LLC Managers of

Fireside Catering

Entity Name

duly voted to apply to the Licensing Authority of

Harvard, MA

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

Josh Webber

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."

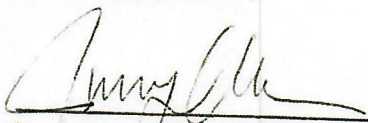
"VOTED: To appoint

Julie Vaughan

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

Jeremy Webber

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)