



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

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

- 1) *Call Meeting to Order – Alice von Loesecke*
- 2) *Energy Advisory Committee appointments: Ellen Leicher voting member & associate Peter Kelly–Joseph (7:00)*
- 3) *Open Space Committee at large interview: Jo-Anne Crystoff & appointments (7:10)*
- 4) *Presentation by Fire Chief Rick Sicard on the fire station study (7:20)*
- 5) *Presentation by the Capital Planning & Investment Committee on their recommendations (7:50)*
- 6) *Approve minutes from 12/3 (8:20)*
- 7) *Public Communication (8:25)*
- 8) *Town Administrator report – miscellaneous issues & discussion items (8:30)*
- 9) *Action/Discussion Items: (8:40)*
  - a) *Finalize annual license renewals*
  - b) *Discuss and provide updates on Select Board related tasks of Master Plan*
- 10) *Select Board Reports*

***NEXT SCHEDULED MEETING  
Town Hall Meeting Room  
January 21, 2019  
7:00pm***



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

**Date Submitted:** June 13, 2019

**Name:** Peter Kelly-Joseph

**Home Address:** 14 Deerfoot Trail  
HARVARD, MA 01451

**Mailing Address:** 14 Deerfoot Trail  
HARVARD, MA 01451

**Phone Number(s):** (508)-241-6064 - Unspecified

**Email Address:** p.kellyjoseph@gmail.com

**Current Occupation/Employer:** Environmental Scientist/Harvard University

**Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)?** Yes

*If yes, please list the Board name and your approximate dates of service:*

Campus Consortium for Environmental Excellence, President 2014-2016

**Are you a registered voter?** Yes

**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?** No

*If YES, please describe the possible conflict:*

**Narrative:** I'm interested in the playing field subcommittee at this point and possibly the energy advisory committee. I work 9-5 with 2 little kids so don't have much daytime availability. I have 10 years of experience in environmental consulting-air, soil, stormwater, wastewater, energy generation. I've managed major contracts so I know how to bid/manage contracts.

**Board(s) / Committee(s):** \_\_\_ HARVARD ENERGY ADVISORY COMMITTEE  
\_\_\_ PARK & RECREATION COMMISSION

# 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:**

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**Applicant Information:**

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Name: Jo-Anne Crystoff

Address: 32 Madigan Lane

Home/Work Phone # 978-772-8249

Mobile Phone# 508-259-0665

Email Address: jocrystoff@gmail.com

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

Open Space Committee

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**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:

no

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**Do you have any time restrictions?**

YES

NO

**Are you a registered voter?**

YES

NO

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

Conservation Administrator and Agent, Town of Ayer

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**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

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

A. B., Biology; M.A., Environmental Science and Policy

Board Member, White Oak Land Conservation Society (Holden, MA) 1981-2008

Trustee, Pequot Woods (Mystic, CT) 2015-2017

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10/11/2017

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The **Open Space Committee** will consist of nine members who are appointed to 2-year terms by the Select Board comprised of a member or designee: of the Select Board, Conservation Commission, Harvard Conservation Trust, Parks and Recreation Commission School Department, The Harvard Athletic Association, Planning Board, Agricultural Commission and one member at large. The Town’s Land Use Administrator/Conservation Agent and/or Town Planner and Department of Public Works Director may participate as non-voting members on an as needed basis.

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



**Select Board  
Minutes**  
**Tuesday, December 3, 2019 at 7:00pm**  
**Town Hall Meeting Room, Harvard, MA**

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

**Tax Classification Hearing**

Regional Assessor David Manzello and Associate Regional Assessor Mike Saltsman were present for the annual hearing when the Select Board determines the percentage of the Town's property tax levy to be borne by each major property class.

Saltsman explained 15 applications were received for the first year Harvard has implemented a Means Tested Senior exemption. After review of the applications it was determined 11 of the 15 qualify. The estimated amount awarded is \$37,474 in total exemptions. .

Saltsman and Manzello recommend the Select Board adopt a single tax rate to be applied to all classes of property. On a Wallace/Maiore motion, the board voted unanimously to adopt a single tax rate understanding 3% additional cost to residential property owners due to the senior tax exemption.

Manzello noted additional communities have begun to opt for the split rate however in Harvard this would negatively impact the farmers. Minar asked Manzello to investigate removal of open space in agriculture from the commercial base.

**Permanent Building Committee appointment**

Guy Hermann introduced himself as a new resident in town who is interested in giving back to the community. His professional experience as a Master Planner for cultural organizations has given him a strong background in facility planning for cultural and other projects. He is sensitive to budget constraints. On a Minar/Maiore motion, the board voted unanimously to appoint Guy Hermann to the Permanent Building Committee.

**Environmental Assessment Form update**

Energy Advisory Committee members Ellen Leicher and Brian Smith came to recommend use of the Environmental Assessment Form. They have visited with various boards/committees and received positive feedback. Leicher was happy to report the Capital Planning & Investment Committee decided to begin including the form as part of their process. She is ready to share the form with all boards/committees/departments and is deciding the best location for posting of the information on the town website. The Select Board members support the initiative and encourage others to use the form.

**War Monument Restoration Committee update**

Committee Chair John Schoenberg said the seven member committee began in 2016 to restore, replace, refurbish or create monuments. They completed restoration of the World War II memorial on the town common. This restoration was funded by grants and private funding. The committee will focus their efforts on the Civil War monument and the tablets outside of the meeting room. The garden club has agreed to assist with grass plaques similar to those found in Littleton Ma.

## **Minutes**

On a Wallace/Maiore motion, the board voted unanimously to approve minutes of 11/5, as presented.

## **Public Communication**

Billy Salter, Elm Street, (Appendix A)

Ron Ostberg, Warren Avenue, (Appendix B)

Paul Green, Congregational Church, (Appendix C)

Resident from Poor Farm Rd, believes it is a mistake to do this project. He likes the ability to just drive in and out onto Still River Road instead of being forced to use just a small entrance area. He expects the new configuration will create a bottleneck and issues for delivery trucks. He is grateful for what Scott Hayward has done for the town center.

Ethan Pride, 14 Ayer Rd, has lived on the common for many years and raised three children who walked many times from the schools. He is a fan of sidewalks however he is not a fan of the proposed plan. Pride is happy to participate in a process to create a plan better suited for the town center.

Bob O'Shea, Old Littleton Rd, served on the Park & Recreation Commission and has been involved in many discussions around the land between the General Store and the church. He thinks a sidewalk would be better served along that parcel of land instead of along Still River Road. A path has already been formed there from children coming down Ministers path from Bromfield and then cutting over to the store.

Pam Marston, Historical Commission Chair, Appendix D

Della Jennings, 51 Ayer Rd, expressed concern for the area near CK Bikes. The exit onto Mass Ave is very dangerous. She suggested the sidewalk be continued around the building.

Greg Kilner, Owner of CK Bikes, reiterated what Jennings said emphasizing the importance to improve safety in that area.

Nate Finch, Codman Hill Rd, understands the importance of the parking area to the General Store. Finch noted various communities have installed sidewalks. He too views the town center as very important community resource and it is obvious residents have not been informed well enough on the Complete Streets proposal. Finch asked the Select Board to implement better methods to share information with town residents instead of residents having to come to you.

Trevor Smedley, Depot Rd, commended the community for speaking out strongly with their concerns. He was impressed with the process being used for the Environmental Assessment Form earlier on the agenda and is hopeful this approach will be used in the future. Smedley gave an analogy about the difficulties encountered when you have varied viewpoints but desire the same outcome. He stressed the importance of listening to other perspectives.

Alice von Loesecke read into the official record emails the Select Board received from residents unable to attend the meeting. Appendix E

Margaret Nestler, Cruft Lane, expects the Select Board to act as a neutral party and to listen to concerns being expressed. She is disappointed and finds this meeting to be disrespectful. She thinks the plan designed does not make sense for traffic, the community and circulation of pedestrians. She is unhappy there is no connection to the schools.

Von Loesecke gave a brief summary of the history, background and process with respect to sidewalks in the town center. Her presentation included photographs from the 1800's, Master Plan recommendations and a listing of previous committees that have worked on these issues such as the Town Center Planning Committee. Von Loesecke said the Complete Streets plan basically reflects very well what other previous committees have recommended.

DPW Director Tim Kilhart has been working with the Department of Transportation (DOT) to pass a Complete Streets Policy and develop a Prioritization Plan. His timeline is tight to get bids requests out in anticipation of starting the project in the spring; further delays could jeopardize the grant funding.

Minar reminded members of the public the Select Board members are volunteers who have listened diligently over the past few meetings and ask to receive the same civility they have shown. She asked for civility from members of the public. She would never wish to damage the beauty of our town center however this grant program has awarded Harvard a large amount of money which affords us a great opportunity to final do what has been studies and analyzed but never accomplished.

Von Loesecke reiterated what she said earlier that the proposed plan is virtually identical to previous plans supported by the community. Kilhart gave the plans he had to the engineering firm.

Rich Maiore appeared confused on why the process proposed by Ostberg could not be followed however realized further delay could result in a loss of grant funding which he agreed was not ideal.

On a Wallace/Minar motion, the board voted to approve 50% construction plans dated 11.12.2019 for the Complete Streets project in the center of Harvard at the intersections of 111/110 with an understanding sidewalk width will be 4ft as opposed to 5ft. Wallace thanked Kilhart for all his hard work.

Maiore expressed his frustration with the continued issue about lack of communication. He is unhappy with the process and plan but will vote favorably in an effort to not lose the funds being granted.

Minar pointed out how impossible it is to address issues that take on a life of their own on the neighborhood network Next Door Harvard. She agrees a better communication plan is necessary. Von Loesecke added the Town Charter instructs the Select Board to focus on policy and delegate work to be done which is exactly what was done in this situation.

The Select Board decided to hold an additional meeting on Tuesday, Dec. 10<sup>th</sup> when they can finalize details such as paver styles and concrete tinting. Kilhart will invite the engineering firm to attend as well.

Per their policies and procedures, the board voted unanimously to continue the meeting past 10:00pm as posted but will not act on agenda items; Select Board goals or reports.

### **Town Administrator Report**

- DPW Director has informed me that all of the tests done on well #5 since they super-chlorinated it have come back negative for coliform and the well is back on line. Kudos to Tim and Ron for working with all involved to rectify the issues with this well.
- Ann Lee Road Field was completed before Thanksgiving.
- An energy company has sent out a mailer soliciting residents to sign up for green energy. This is not the Town's contractor. Residents do not have to do anything in order to get green energy with the Town's vendor.
- Resident Lucas Thayer will hold an outreach meeting the week of December 19th for a marijuana cultivation site to be located in Harvard. Once official notice is received it will be shared.

- After 32 years of service, Lt. Greg Harrod – is retiring from the Harvard Fire Department – Julie has prepared a proclamation that needs your signatures.
- Scenic Road update
- Town Hall will be closed on Wednesday, December 18, 2019 at 12:30 for the annual Town Employee Christmas gathering. We will also close at 1:00pm on Christmas Eve Day, Tuesday December 24, 2019 and will be closed on Christmas Day, December 25, 2019 and will reopen at 10am on Thursday, December 26, 2019.
- Transfer Station Holiday Hours: The Transfer station will be closed on December 25<sup>th</sup> and January 1<sup>st</sup> but will be open on Thursday, December 26<sup>th</sup> and Thursday, January 2<sup>nd</sup> from 6:30am - 11:30am.
- Just a reminder that the Annual Licensing Renewals will need action at the second meeting in December.
- The Moderator is currently looking for two people to serve as Associate Members on the Finance Committee.

#### **Old Library Accessibility Project – Final payment**

On a Wallace/Maiore motion, the board voted unanimously to approve final payment to Rinaldi Inc. for \$27,142.00.

#### **Old Library course of action**

Sobalvarro reported after review of the report from Gale Associates on the slate roof and masonry wall evaluation the Permanent Building Committee (PBC) are seeking direction from the Select Board. The members were in agreement full replacement of the roof is the direction to take. They are aware the cost is high.

Open Space Committee Representative

On a Wallace/Minar motion, the board voted unanimously to nominate Rich Maiore as the Select Board Rep. on the Open Space Committee.

\*\*\*\* On a Wallace motion, the Board voted unanimously by a roll call vote:

(Maiore – Aye, Minar – Aye, von Loesecke – Aye) to enter into executive session at 10:37pm, as authorized by Chapter 30A, Section 21.3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

The Board will reconvene into open session only to adjourn. \*\*\*\*

The meeting was adjourned at 11:15pm.

Documents referenced:

Tax Classification Hearing – FY2020 dated 12.3.2019

Hermann vol form – dated 1.9.2019

Environmental Assessment Form – dated 12.3.2019

Old Library pay request – dated 11.18.2019

Old Library Gale Report – dated 11.18.2019



## CHAPTER 11 ACTION PLAN

Master Plan Recommendations for the Board of Selectmen	Phase/ Years	In 2002 Plan?	Primary Responsibility	Prerequisites	Additional/New Resources Needed
Identify, evaluate, and pursue opportunities for increasing regionalization of services.	On-going	N	Board of Selectmen	None	Can be done with existing in-house staff
Assess the condition of all municipal buildings and develop a cost estimate/ funding plan for upgrades or replacements.	On-going	N	Board of Selectmen	None	Hire a qualified A/E firm as needed.
Dedicate additional resources to upgrade computer technology at the Town Hall and expand on-line services to enhance residents' interaction with town government.	On-going	N	Board of Selectmen	Adequate IT staffing to oversee and maintain systems	Yes, TBD
Continue to lower energy use and greenhouse gas emissions by: a) adopting a town-wide Energy Policy for all boards and depts.; b) examining town energy use patterns in municipal operations, e.g. DPW fleet management, park use, transfer station, traffic flow, water & sewer systems, etc.; c) incorporating life cycle costs in building projects to evaluate the merits of short-term construction savings v. long-term energy use. d) instituting a shuttle service to a near-by commuter rail station using MBTA assessments e) Investigate alternative energy systems on Town property	On-going	N	Board of Selectmen	None	Future rounds of Green Communities funding and municipal resolve

Master Plan Recommendations for the Board of Selectmen	Phase/ Years	In 2002 Plan?	Primary Responsibility	Prerequisites	Additional/New Resources Needed
Continue to implement the Town Center Action Plan and the 2016 update prepared by MRPC.	On-going	N	Board of Selectmen, DPW	Place measures still not implemented in a budget and determine funding.	Existing staff can develop budget. The Town will need to fund over a period of years. Make a systematic commitment to the Town Center every year.
Continue systematic road maintenance and identify priority streets.	On-going	Y	Board of Selectmen, DPW	None	Can be done with in-house resources, possibly with modest technical assistance from MRPC.
Pursue opportunities to contract for service at Devens.	On-going	N	Board of Selectmen	None	Funding for feasibility studies may be required.
Consider holding periodic local government meetings at Devens instead of Town Hall.	On-going	N	Board of Selectmen	None	None
Conduct a governance study to evaluate Harvard's present form of government; identify changes needed (if any) and codify in a charter or similar document.	1-3	Y	Board of Selectmen, Charter Commission	Appropriation	For budgetary purposes, assume \$40,000
Fund a full-time municipal facilities manager position and institute Planned Preventive Maintenance (PPM) for all municipal buildings.	1-3	N	Board of Selectmen	Evaluate PPM systems, develop procurement specs	Salary subject to Town's Personnel Compensation Schedule
Prepare and implement an IT Disaster Recovery Plan to assure rapid restoration of town services in the event of a natural disaster or cyber-attack.	1-3	N	Board of Selectmen	None	Seek assistance from citizens with IT expertise to formulate recommendations.

Master Plan Recommendations for the Board of Selectmen	Phase/ Years	In 2002 Plan?	Primary Responsibility	Prerequisites	Additional/New Resources Needed
Determine the best use of the Hapgood Library, resolve handicapped accessibility concerns, and develop a plan for the long-term upkeep of the building.	1-3	N	Board of Selectmen	Standard lease agreement for building. Procurement process for lease required under G.L. c. 30B and construction bids under c. 149.	Building improvements will require appropriation.
Apply for Complete Streets funding where appropriate.	1-3	N	Board of Selectmen, DPW	Town is responsible for preparing engineering plans and fulfilling grant requirements.	Technical assistance is available; engineering costs will vary depending on the project.
Consult the “Devens Matrix” (Chapter 9) to evaluate the benefits and draw-backs of reclaiming jurisdiction at Devens; be open to updating the framework as needed.	1-3	N	Board of Selectmen	None	None; can be done with existing staff
If feasible, develop housing for seniors adjacent to the Hildreth House, including affordable units, to address the need for down-sized units.	1-5	N	Board of Selectmen	Access to town water and sewer	Appropriation for architectural and engineering plans, state financial assistance
Complete the design study for the Hildreth Elementary School and construct recommended improvements.	1-5	N	School Committee, Board of Selectmen	Provide local match to MSBA grant.	Large investment will be required.
Renovate and expand the Hildreth House to make it suitable for the space needs of the Council on Aging and other town programs.	1-5	Y	Board of Selectmen	A “Phase 2” plan (beyond proposed FY16 capital improvements) needs to be developed.	TBD
Improve sidewalk connectivity in the Town Center.	1-5	Y	Board of Selectmen, DPW	Needs to be built into the annual budget process so there is a recurring commitment	TBD based on capital budget policy

Master Plan Recommendations for the Board of Selectmen	Phase/ Years	In 2002 Plan?	Primary Responsibility	Prerequisites	Additional/New Resources Needed
Work with MRPC to obtain funding for safety and aesthetic improvements to Ayer Road.	3-5	N	Board of Selectmen	C District amendments	TBD. Improvements project needs to be on TIP.
Work with MRPC and MassDevelopment to explore the feasibility of a bikeway connecting Devens and Harvard.	3-5	N	Board of Selectmen	None	TBD based on scope of work and bids received
Determine Harvard's preferred outcome on Devens. Enter negotiations with Ayer, Shirley, and MassDevelopment.	3-5	N	Board of Selectmen	None	Services of a neutral consultant may help to facilitate negotiations.
Study opportunities for developing new wastewater treatment systems in the C district.	6-10	N	Board of Selectmen	Appropriation	TBD
Identify governance changes and staffing needs if the Town decides to resume jurisdiction of Devens.	6-10	N	Board of Selectmen	Appropriation	Local study committee
The parties planning for the disposition of Devens should petition the Legislature to convert the Utility Department into a public utility to manage the water, sewer, electric, gas, and storm water systems.	6-10	N	Board of Selectmen		TBD
Work with neighbors along the Devens boundary and the residents of Devens to explore opportunities and challenges for restoring vehicular access between Devens and Harvard.	6-10	N	Board of Selectmen	Appropriation for consulting services	TBD based on scope of work and bids received