



**SELECT BOARD  
AGENDA  
Tuesday, January 9, 2024  
7:00pm**

***Rich Maiore, Erin McBee, Kara McGuire Minar, Don Ludwig, Charles Oliver***

**Pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.**

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Jan 9, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89760460856?pwd=MUhtckd2anZiNGlidXE1M3pYbFg5Zz09>

Meeting ID: 897 6046 0856

Passcode: 682112

One tap mobile

+16469313860,,89760460856# US

+19294362866,,89760460856# US (New York)

Dial by your location

Find your local number: <https://us02web.zoom.us/u/kckU0F5Qk>

**AGENDA ITEMS**

- 1) Call meeting to order – Chair Rich Maiore
- 2) Committee appointments: (7:00)
  - a) Julie Darling to the Permanent Building Committee
- 3) Budget update from the Finance Director Jared Mullane (7:10)
- 4) Capital Planning & Investment Committee recommendations (7:20)
- 5) Public Communication (7:40)
- 6) Approve minutes from 12/9 (7:45)
- 7) Staff Report/updates (7:50)
- 8) Action/Discussion Items: (8:00)
  - a) Act on ambulance service write offs (uncollectable)
  - b) Fruitlands Museum – act on Board of Directors change for their liquor license
  - c) Recognize resignation of Davida Bagatelle from the Library Trustees
  - d) Act on addendum to Fivesparks lease
  - e) Act on surplus of windows
  - f) Act on recommendation from the Insurance Advisory Committee on 100% employee paid dental/eye insurance
  - g) Act on Police and Fire Chief contracts
  - h) Review of the FY24 Select Board goals
- 9) Select Board Reports

***Next Regular Select Board Meeting  
Tuesday, January 23, 2024  
7:00pm***



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

**Date Submitted:** October 23, 2023

**Name:** Julie A Darling

**Home Address:** 8 Shaker Road  
HARVARD, MA 01451

**Mailing Address:** 8 Shaker Road  
HARVARD, MA 01451

**Phone Number(s):** [REDACTED]

**Email Address:** [REDACTED]

**Current Occupation/Employer:** HMFH Architects

**Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)?**No

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

**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:*

My husband works for SMMA Architects (Cambridge, MA). To the best of my knowledge, neither of our firms have a current or potential business relationship with the Town of Harvard at the present time.

**Narrative:** Please refer to my resume for experience relevant to the Committee. I am currently available to participate bi-weekly meetings.

**Board(s) / Committee(s):** \_\_\_PERMANENT BUILDING COMMITTEE

# Julie Darling, AIA, LEED AP BD+C

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## Experience

### **HMFH ARCHITECTS | CAMBRIDGE, MA | 2015-PRESENT**

- As an Associate at HMFH, Julie plays a critical role in both large, complex projects, as well as leading smaller projects independently. See below for detailed recent project experience.
- Serves as Chair of the IT Committee and Technology Leader. Represents HMFH with outside technology consultants and vendors. Coordinates and implements technology initiatives, identifying key stakeholders and ensure successful adoption.

### **WSP | BOSTON, MA | 2013-2015**

- Coordinated a structural Building Information Model (BIM) for a station project.
- Generated contract documents from Revit on various transportation projects.
- Assisted in the implementation and execution of an asset management system for an airport project, with the intent of eventual facility-wide adoption and coordination with BIM on future projects.
- Completed CA tasks for two small facilities, one renovation, one new construction, including submittal reviews, RFI response, site visits and project closeout.

### **JAN GLEYSTEN ARCHITECTS INC. | WELLESLEY, MA | 2012-2013**

- Completed and assembled drawing sets for high-end residential projects.
- Created graphics for client meetings to facilitate understanding of plans and sections.
- Analyzed residential projects for Building Energy Code compliance using Rescheck.

### **F.H. CHASE, INC. | TAUNTON, MA | 2009-2012**

- Facilitated move to Revit Architecture within the office, including establishing standards and libraries.
- Modeled 4,000-6,000 square foot cleanroom projects in Revit Architecture.
- Participated in BIM coordination meetings with General Contractor and Sub Contractors.
- Assisted and executed the bidding and estimating process.

### **LAMOUREUX PAGANO ASSOCIATES | WORCESTER, MA | INTERNSHIPS 2007-2009**

- Generated 2D and 3D graphics utilizing Autocad, Sketchup and Photoshop.
- Created and assembled an adaptive re-use study for an urban theater.
- Designed and presented small-scale space planning projects.

### **ADD INC. | BOSTON, MA | INTERNSHIP 2006**

- Prepared and edited a book of marketing floor plans for a large-scale residential project.
- Organized and prepared construction documents.
- Edited and organized HVAC drawings.

## Recent Projects

### **JOSIAH QUINCY UPPER SCHOOL | BOSTON, MA | EST. 2024**

- 178,000 sf, serving 650 students in grades 6-12
- Estimated to achieve LEED Gold certification (pending)
- Phases: Design Development, Construction Documents, Construction Administration (ongoing)
- Role: Developed all aspects of construction documents for interior architecture. Created construction documents for “Swing Space” and led CA through project completion. Facilitating all aspects of Construction Administration, ensuring successful project delivery.

### **ANNIE E. FALES ELEMENTARY SCHOOL | WESTBOROUGH, MA | COMPLETE 2021**

- 70,000 sf, serving 400 students in grades K-3
- Estimated to achieve LEED Silver certification (pending) | Net-Positive Energy Use
- Phases: Construction Documents and early Construction Administration
- Led coordination of structural and MEP/FP consultants. Developed construction documents, including exterior details at expansion joint conditions.

### **FLORIDA RUFFIN RIDLEY SCHOOL | BROOKLINE, MA | COMPLETE 2018**

- 227,000 sf, serving 1,044 students in grades PK-8
- Project scope included gut renovation of existing 1913 building, with exterior upgrades.
- Phases: Construction Documents, Construction Administration, Project Closeout
- Responsible for project development/coordination relative to Reflected Ceiling Plans, Toilet Rooms, Stairs. Supported Project Architect on all aspects of Construction Administration through project closeout. Coordinate and assemble final LEED submission, achieving LEED Gold certification.

### **FRAMINGHAM STATE UNIVERSITY - CROCKER HALL INTERIOR RENO | FRAMINGHAM, MA THE ROEPER SCHOOL - KITCHEN FITOUT | BIRMINGHAM, MI**

## Associations

**ARCHITECT | MA | 2018-PRESENT**

**WELL (WOMEN'S EXCHANGE FOR LEADERSHIP AND LIVING) | 2016-PRESENT**

## Education

**MASTER OF ARCHITECTURE | 2010 | WENTWORTH INSTITUTE OF TECHNOLOGY**

**BACHELOR OF ARCHITECTURE | 2009 | WENTWORTH INSTITUTE OF TECHNOLOGY**



**Select Board Minutes**  
**Tuesday, December 5, 2023**  
**7:00pm**

The Select Board Regular Meeting was held virtually in accordance with Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting was conducted via remote participation.

**Select Board participants:**

Rich Maiore, Charles Oliver, Don Ludwig, Kara Minar, Erin McBee

**Town Department participants:**

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet and Finance Director Jared Mullane

**Finance Director update on FY25 budget**

Jared Mullane shared the budget roll up document. He went over the budget revenue (tax levy) which includes debt exclusions, state and local aid and assessments. He confirmed the new growth number and tax rate have been finalized. The figures included for state aid are conservative due to their projected budget shortfall. He indicated local receipts/transfers are down from last year. He reported the five-year revenue and expense projections indicate a deficit. Mullane reported the Finance Committee is reviewing budget submissions and will meet with departments. They discussed override scenarios and Kara Minar wondered how feasibly it would be to reduce the amount by 50%. Charles Oliver reported the Capital Planning and Investment Committee is finalizing their project rankings.

**Insurance Advisory Committee appointment**

By a roll call vote, McBee – aye, Ludwig – aye, Oliver – aye, Minar – aye, Maiore – aye, the board voted unanimously to appoint Edward Denmark as the retiree representative.

**Staff Report/updates (Attachment A)**

**Memorial Bench/Tree Policy**

Town Administrator Tim Bragan reported on his review of various policies and additional information regarding memorials. He prepared a policy admitting he learned from his research having a policy allowing memorials is difficult to administer and maintain in a fair and equitable manner. Bragan also prepared a policy prohibiting memorials for the board to consider. They understood the rationale of having a policy in place to prohibit memorials. They asked Bragan to update the draft to include simply memorials instead of specifying benches and trees. They also confirmed this is for lands under the jurisdiction of the Select Board. They discussed seeking feedback from other groups in town such as the Library Trustees and Conservation that may have policies. They will finalize at their next meeting.

**Insert with tax bills from the Finance Department**

Finance Director Jared Mullane requested an insert informing residents of a new mailing address for tax payments. There will now be a lockbox address which will allow for expedited processing of payments. This was suggested by the town auditors. By a roll call vote, McBee – aye, Ludwig – aye, Oliver – aye, Minar – aye, Maiore – aye, the board voted unanimously to approve insert with amended note physical lockbox at town hall is still available.

**Update on holiday lights on the common**

Rich Maiore continues to work with a vendor to set up lights on the common. He reported the Finance Committee has approved \$3300 for this.

**Select Board Reports**

Erin McBee reported the Planning Board is working on multi-family site designation on Ayer Rd for the MBTA community requirements. They are discussing next steps for the Master Plan.

Kara Minar reported there are funds available for training on building codes regarding climate and energy.

Charles Olivier announced the Municipal Affordable Housing Trust will attend the December 19<sup>th</sup> meeting to present the Housing Production Plan.

Charles Oliver reported the Capital Planning and Investment Committee will review rating results soon.

Don Ludwig reported the newly formed Transfer Station Committee has had their initial meeting. Erin McBee and Libby Levison will co-chair.

Rich Maiore reported the consultant has completed their work on the Harvard Park woods location. Once reviewed by the Park & Recreation Commission the results will come to the Select Board.

The meeting was adjourned at 8:15pm

**Documents referenced:**

General Fund - 5 Year Budgeted Revenue / Expense Projection

Memorial Bench/Tree draft policies – dated December 2023

Lockbox payment address insert – dated December 2023

# Aging Summary

## AGING REVIEW

Report As Of December 18, 2023

Grouped By Schedule on Call

<u>ID</u>	<u>Description</u>	<u>Calls</u>	<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>91 to 120</u>	<u>121 to 150</u>	<u>151 to 180</u>	<u>Over 180</u>	<u>Total</u>
ADD	INSURANCE PAYMEN	1	0.00	0.00	0.00	0.00	0.00	0.00	300.96	300.96
COLL	REVIEW FINAL COLLE	2	0.00	0.00	0.00	0.00	0.00	0.00	2069.28	2069.28
COPAYNR	COPAY NO RESPON	2	0.00	0.00	0.00	0.00	0.00	0.00	320.00	320.00
DEAD	DEAD PT DECEASED	1	0.00	0.00	0.00	0.00	0.00	0.00	1012.74	1012.74
DEDUNR	DEDU REVIEW FOR A	4	0.00	0.00	0.00	0.00	0.00	0.00	3242.48	3242.48
DENINR	DENI REVIEW FOR AB	5	0.00	0.00	0.00	0.00	0.00	0.00	5738.70	5738.70
INFONR	INSU NEEDS INFO NO	1	0.00	0.00	0.00	0.00	0.00	0.00	1077.54	1077.54
MVAA NR	MVAA REVIEW FOR	8	0.00	0.00	0.00	0.00	0.00	0.00	8288.22	8288.22
NONPARNR	NONPAR REVIEW FO	5	0.00	0.00	0.00	0.00	0.00	0.00	2448.03	2448.03
PRIVNR	PRIV REVIEW FOR AB	7	0.00	0.00	0.00	0.00	0.00	0.00	4810.18	4810.18
PTPDNR	PTPD REVIEW FOR C	3	0.00	0.00	0.00	0.00	0.00	0.00	3303.70	3303.70
TOWN	BAD ADDRESS SEND	1	0.00	0.00	0.00	0.00	0.00	0.00	991.14	991.14
WORKNR	WC INFO NEEDED NO	2	0.00	0.00	0.00	0.00	0.00	0.00	2114.80	2114.80
<b>Totals</b>		<b>42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35717.77</b>	<b>35717.77</b>



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

HARVARD

City/Town

00001-RS-0500

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

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

APPLICANT INFORMATION

Name of Licensee  DBA

Street Address  Zip Code

Manager

Granted under Special Legislation? Yes  No

If Yes, Chapter

of the Acts of (year)

Type (i.e. restaurant, package store)      Class (Annual or Seasonal)      Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date  Time

Advertised Yes  No  Date Published  Publication

Abutters Notified: Yes  No  Date of Notice

Date APPROVED by LLA  Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:  
Seller License Number:  Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





The Trustees  
200 High Street  
Boston, MA 02210

DEC 11 RECD

December 6, 2023

**BY FEDERAL EXPRESS**

Select Board – Town of Harvard  
Town Hall  
13 Ayer Road  
Harvard, MA 01451  
Attn: Julie Doucet

Re: Application for Amendment to Change Officers/Directors for Liquor License for Fruitlands Museum

Dear Select Board:

Enclosed please find the following documents to support our application for amending the liquor licenses to update the listed Officers and Directors for Fruitlands Museum.

1. Payment receipt for filing fees
2. Monetary Transmittal Form
3. DOR Certificate of Good Standing, Fruitlands Museum
4. DUA Certificate of Compliance, The Trustees of Reservations (all payments made by The Trustees for Fruitlands Museum)
5. Change of Officers/Directors Application
6. Vote of the Entity
7. CORI Authorization – Beneficial Interest Exemption Request \*
8. Articles of Organization for The Trustees of Reservations
9. Attorney letter clarifying the relationship between Fruitlands Museum and The Trustees of Reservations, with Articles of Organization for Fruitlands Museum

\* Our understanding is that as a non-profit, we can submit the Beneficial Interest Exemption Request in lieu of CORI Authorizations for each of our Officers and Directors to the ABCC for approval.

Kindly schedule this matter before your Board for the next available meeting. Thank you for your attention to this matter, and please feel free to contact me if you have any questions.

Sincerely,

Laurie Lee

The Trustees  
Director of Enterprise Partnerships | [llee@thetrustees.org](mailto:llee@thetrustees.org) | 508.942.4529

**LEASE ADDENDUM 1**  
**to Lease Agreement by and between the Town of Harvard**  
**and Fivesparks dated June 1, 2022**

**THIS LEASE ADDENDUM** (this “**Addendum**”) is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2023 (the “**Effective Date**”) by and between the **Town of Harvard**, (“**Lessor**”), a Massachusetts municipal corporation having an address of 13 Ayer Road, Harvard, Massachusetts 01451, hereinafter, “Lessor” or “Town” and **Harvard's Cultural Collaborative, Inc. (d/b/a "Fivesparks")**, a Massachusetts charitable corporation, hereinafter “Lessee” having a current address of 7 Fairbank Street, Harvard, MA 01451-1239, (collectively, the “**Parties**”).

**RECITALS**

**WHEREAS**, Lessee entered into a Lease Agreement dated as of June 1, 2022 with the Lessor, relating to that certain property being known as the Old Library, located at 7 Fairbank Street, in Harvard, Massachusetts (the “**Building**”). The existing Lease Agreement and all addenda and amendments thereto to date are incorporated by reference herein (collectively the “**Existing Lease**”).

**WHEREAS**, the Existing Lease granted to Lessee the right to use the Building. Further, per Section I.c of the Existing Lease, Lessee is responsible for the payment of all utilities (sewer, water, electricity, gas) for the Building and all utilities are in Lessee’s name.

**WHEREAS**, per Section IX. of the Existing Lease, Lessor reserved potential Lessor spaces (Room 002 and 004 on document, “Old Library/ Existing Conditions/ Lower-Level Plan”) for town use and occupancy. Lessor will now occupy that portion of the Building heretofore described and reserved for Lessor in the Building, so that its Director of the Town of Harvard Parks and Recreation Commission (the “**Director**”) may use that space as town space open to the public.

**WHEREAS**, the Parties enter into this Addendum to ensure that with Lessor’s occupancy and usage of the town space, the cost of utilities are fairly allocated between the Lessee and Lessor, to confirm certain agreements concerning Lessor’s use of the Building, and to further affirm the provisions of the Existing Lease.

**WHEREAS**, the Existing Lease as modified by this Addendum is referred to herein as the “**Lease**”.

## AGREEMENT

**NOW, THEREFORE**, in consideration of the recitals and other good and sufficient consideration, the receipt and adequacy of which is hereby confirmed by the Parties, they do hereby covenant and agree as follows:

1. Recitals; Capitalized Terms. The recitals set forth above are hereby made a part of this Addendum. All capitalized terms in this Addendum shall have the meanings ascribed to them in the Existing Lease unless otherwise provided herein.

2. Lease Confirmed by Parties. The Parties do hereby ratify and confirm the terms of the Existing Lease, as modified by the terms of this Addendum.

3. Lessor's Occupancy & Use of the Building: The Parties agree that commencing on September 1, 2023, the Town of Harvard Parks & Recreation Commission (the "Commission") will use and occupy the space heretofore described as and reserved in the Existing Lease for Lessor in the Building, located on the lower level of the Building, as offices for its Director and to further conduct Commission business with the public. Pursuant to the Existing Lease, Lessor retains responsibility for the preventive maintenance and repairs associated with said town space.

4. Insurance: In consideration of the Commission's use and occupancy of the Building, Lessor, shall, at its sole cost and expense, maintain during the lease term all risk property insurance for the Building, covering the full replacement cost of all property and improvements thereon, as well as general liability insurance, with a minimum limit of not less than \$1,000,000 per occurrence for bodily injury and property damage with respect to the Building. Lessor's general liability insurance policy shall name Lessee and its respective members, officers, directors, employees, exhibitors, program providers, guests, volunteers and agents (collectively, "**Lessee Parties**"), as additional insureds.

5. Building Access for the Director. Lessor and Lessee agree that the Director will have unrestricted access to the Building, 24 hours a day, 7 days a week, via the Building's existing key card security system.

6. Public Access To The Building For Department Business. Lessor agrees that the Commission's hours to provide public visitation and access to the Building for official Commission business shall be limited to Tuesday through Friday, from 10 a.m. to 4 p.m., excluding state and federal holidays and other official closings.

Lessor and Director shall provide Lessee with at least 48 hours' prior notice of any other additional time outside of the hours specified that public visitation and access will

**Commented [MS1]:** Per Town Counsel: The language in Par. 4 of Addendum 1 which states that "Lessor, shall, at its sole cost and expense, maintain during the lease term all risk property insurance for the Building, covering the full replacement cost of all property and improvements thereon ..." is much too broad and can be read, even in conjunction with the lease terms currently in effect, to obligate the Town to cover the lessee's property and improvements. I suggest that a proviso be added to this clause making it clear that it does not obligate the Town to provide insurance coverage for the lessee's property and improvements.

be provided. In the event of an emergency use, Lessor and Director shall use their best efforts to provide Lessee with advance reasonable notice. In the event of any Building entry by Lessor and/or the Commission, Lessor and the Commission shall comply with Lessee's reasonable security requirements and shall use reasonable efforts not to interfere with the conduct of Lessee's business and programs.

7. Signage: All signs placed by Lessor and/or the Commission in the interior and exterior of the Building shall not reasonably interfere with any of Lessee's signs, business or programs and are subject to Lessee's prior written approval, which approval shall not be unreasonably withheld or delayed.

8. Allocation of the Cost of Utilities. For the Commission's use and occupancy of Lessor's reserved town space in the Building, Lessor hereby agrees to pay a pro rata portion of the utility charges associated with usage of the space, calculated as follows. The full area of the Building's usable space is 7,481 square feet. Each Party will pay its pro-rata share of utility charges based on each's percentage use of the Building. Lessor and Lessee have agreed to the following sharing arrangement:

**Electricity:** Lessor will reimburse Lessee for 12.5% of the actual billed amount  
**Gas:** Lessor will reimburse Lessee for 30.5% of the actual billed amount  
**Water:** Lessor will reimburse Lessee for 12.5% of the actual billed amount

9. Utilities Payment Schedule: Pursuant to terms of the Existing Lease, Lessee shall contract and pay for the cost of all utilities supplied to the Building, including sewer, water, electricity and gas. Beginning on September 1, 2023, the date of Lessor's and the Commission's use and occupancy of town space, and with payment retroactive to such date, Lessor shall be responsible to pay quarterly such pro rata percentage portion of the annual utility costs as are allocated to Lessor's and the Commission's use pursuant to Section 8 above.

Lessee shall, on a quarterly basis, deliver copies to the Lessor of the accumulated actual utility bills. Lessor shall reimburse Lessee no later than 30 days from receipt of the utility bills from the Lessee. Lessor's unpaid allocated utility costs that are in excess of sixty (60) days overdue shall give Lessee the right to abate its monthly rent obligations under the Existing Lease in such amount to cover the Lessor's portion of unpaid allocated utility expenses.

Lessor agrees to provide a minimum of 30 days advance notice regarding any transition or termination of Commission's 'regular recurring use of space'. Lessor and Lessee agree to settle final utility cost sharing based on utility bills reflecting total actual days of Commission's occupancy.

10. Entire Agreement: The terms of the Existing Lease, as modified by the terms of this Addendum, constitute the entire agreement between the Parties regarding the subject matter hereof and supersede all oral statements and prior writings relating thereto. Except for those set forth in the Existing Lease and this Addendum, no representations,

warranties, or agreements have been made by Lessor or Lessee to the other with respect to the Existing Lease, this Addendum, or the obligations of the Parties in connection therewith.

[Signatures appear on the following page]

IN WITNESS, WHEREOF, the Parties hereto, by their duly authorized agents, have hereunto set their hands and seals.

ATTEST:

LESSOR:

**TOWN OF HARVARD**

By: \_\_\_\_\_

Its \_\_\_\_\_

LESSEE:

**HARVARD'S CULTURAL COLLABORATIVE, INC.**  
**d/b/a FIVESPARKS**

By \_\_\_\_\_  
Mark Mikitarian

Its \_\_\_\_\_  
President

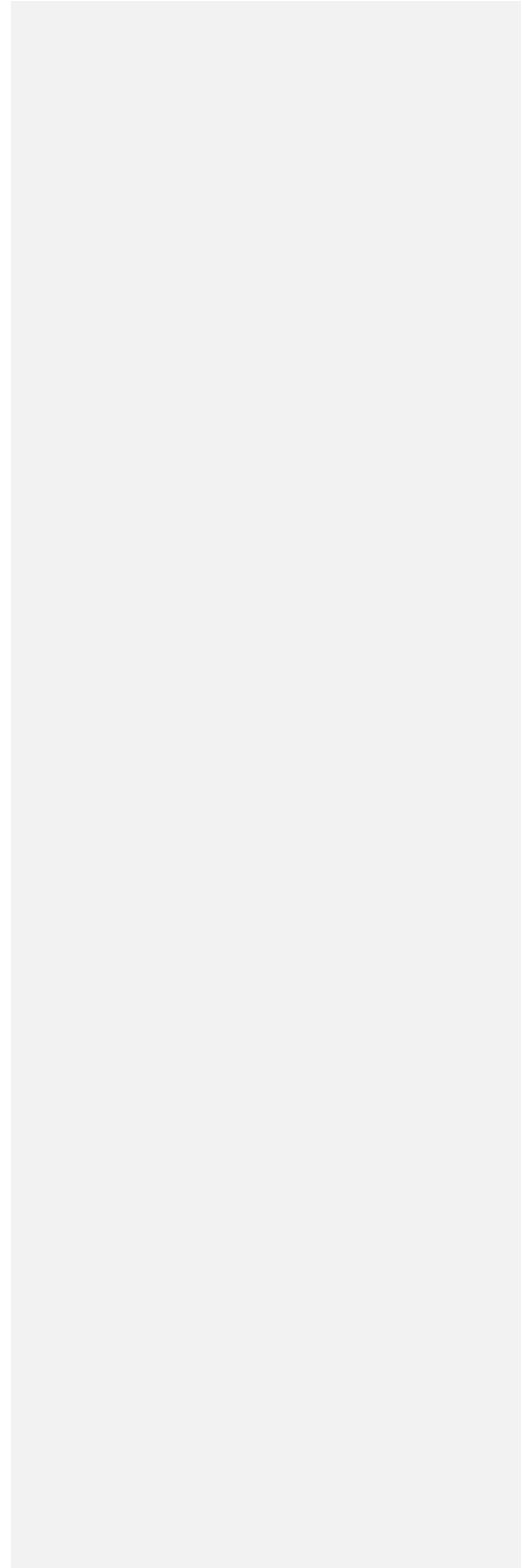
*COPY RECEIVED AND ACCEPTED:*

**TOWN OF HARVARD PARKS AND RECREATION COMMISSION**

By \_\_\_\_\_

Anne McWaters

Its \_\_\_\_\_  
Director



# INSURANCE ADVISORY COMMITTEE

13 AYER ROAD HARVARD, MA 01451

[www.harvard-ma.gov](http://www.harvard-ma.gov)



**Date:** January 4, 2024

**To:** Select Board Members – Rich Maiore, Erin McBee, Kara Minar, Don Ludwig, and Charles Oliver

**From:** Insurance Advisory Committee – Liz Allard (Non-Union Employee Personnel Board Representative), Lindsay Ames (Finance Department Representative), Edward Coffin (Police Representative), Constance McCormack (Library Representative), Peter Murphy (Harvard Educators Association Representative), and Caitlin Lelievre (Non-Union School Employee Representative)

**RE:** Insurance Advisory Committee Recommendation to provide 100% Employee Paid Dental & Premium Eye Plan

On January 3, 2024 the Insurance Advisory Committee voted 6-0, to recommend the Town to pursue a 100% Employee Paid Dental & Premium Eye Plan.

Thank you.

# Select Board Goals for FY24

## **Determine Future of Town Fire & EMT departments**

- Review potential merger plan
- Gain input from residents, town departments and committees
- Determine whether to move forward with proposed merger

## **Increase Resident Engagement in Town Governance**

- Increase attendance at Town Meetings
- Increase number and diversity of volunteers
- Research new ways to regularly communicate SB activity to residents

## **Improve Town's Future Financial Stability**

- Explore new revenue sources
- Assess budget process
- Develop plan to update and collaborate with Town Depts and Committees on potential override in 2024

## **Improve & Increase Town Playing Fields**

- Share and gain feedback from Needs Assessment report scheduled for completion by Sept 2023
- Identify specific parcels for potential development
- Determine potential costs and funding sources

## **Develop Vision for the future of Transfer Station**

- Create ad hoc committee to research needs, gain resident input and provide recommended plan
- Develop recommendations to increase usage by residents

## **Ensure Harvard is a More Accessible Community**

- In collaboration with Town Depts & relevant committees implement priority tasks from Committee on Disabilities 2023 plan

## **Increase Affordable Housing in Town**

- Work with Municipal Affordable Housing Trust to communicate and implement 2023 Housing Production Plan
- Conduct outreach with state and local elected officials

## **Expand Town's Green Initiatives**

- Support HEAC to identify potential future solar and EV opportunities
- Work with Town Depts and relevant committees to implement HCIC plan