



**Posted 6.11.2020 at 3:00pm by JAD**

**SELECT BOARD**

**AGENDA**

**Tuesday, June 16, 2020**

**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.**

Topic: Select Board

Time: June 16, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/85086673853?pwd=VEV5SHRLdEJ6dGhZSFFKWEhRQnR3UT09>

Meeting ID: 850 8667 3853

Password: 905553

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,123906012# US (New York)

Find your local number: <https://us02web.zoom.us/j/kcF0fUrtve>

**Agenda Items**

- 1) Ayer Road reconstruction project – DPW Director Tim Kilhart (7:00)
- 2) Annual appointments: (7:25)  
Committee/board reappointments  
New committee/board member appointments:
  - a) Cable Committee – David Henderson
  - b) Council on Aging – Kim Schwarz
  - c) Planning Board – Jane Biering, Gwendolyn Leonard & Rebecca Kelley
- 3) Public Communication (7:40)
- 4) Approve Minutes of 5/19 & 6/2 (7:45)
- 5) Announcement of special meeting being held on June 30<sup>th</sup> with Apple Guy Flowers LLC, an adult use marijuana cultivation establishment, which is seeking approval to operate in Harvard. They will introduce their team and describe their plans. (7:50)
- 6) Update from the Budget Working Group Subcommittee (7:55)
- 7) Annual Town Meeting: warrant review, article assignments and final preparations. (8:15)
- 8) Covid – 19 (8:45)
- 9) Action/discussion items: (9:00)
  - a) Act on plan for the Harvard General Store for outdoor dining
  - b) Decide on Summer meeting schedule for July & August
  - c) Vote on a 1/12 budget

***Special Select Board Meeting***

***Tuesday, June 30, 2020***

***7:00pm***

## **Ayer Rd. Design Issues with Roundabout**

I have reached out to MassDOT as I was requested to do by the Select Board and the following is what I have discovered.

1. We need MassDOT's approval for TIP funding and they will not support a roundabout for the following reasons.
  - It is not warranted
  - Cost is not justified – estimated around \$1.6 million
  - Volume of traffic coming off Gebo Ln. to Ayer Rd. isn't enough to trigger a roundabout or a traffic light
2. MassDOT says that they would support a crosswalk with crossings lights but not a roundabout.
3. MassDOT also states that an Article 97 would be triggered with a roundabout which could take 2-3 years to be approved by the Legislature.
4. We will need the full support of the Select Board without a roundabout after completion of the 10% design phase meeting if we have any hope of getting funding through the TIP program.

## Board/Committee Annual Appointments

Board / Committee	Current Member	Term	Current Appointment Expires	New Appointment Through	Yes/No
AGRICULTURAL ADVISORY COMMISSION	Nicole C Schmidt	3 year	Jun 30, 2020	June 30, 2023	Y
AGRICULTURAL ADVISORY COMMISSION, ALTERNATE	Christiane Turnheim	3 year	Jun 30, 2020	June 30, 2021	Y
AGRICULTURAL ADVISORY COMMISSION	Laura S McGovern	1 year	Jun 30, 2020	June 30, 2023	Y
AGRICULTURAL ADVISORY COMMISSION, ALTERNATE	Robert M Duzan	1 year	Jun 30, 2020	June 30, 2021	Y
AGRICULTURAL ADVISORY COMMISSION, ALTERNATE	Matthew Varrell	1 year	Jun 30, 2020	June 30, 2021	Y
BARE HILL POND WATERSHED MGMT. COMMITTEE	Megan Glew - form	3 year	Jun 30, 2020	June 30, 2023	
BOARD OF ASSESSORS	David Manzello	3 year	Jun 30, 2020	June 30, 2023	Y
BOARD OF HEALTH	Thomas C. Philippou - form	3 year	Jun 30, 2020	June 30, 2023	Y
BOARD OF REGISTRARS	Rosemary Theriault - form	3 year	Jun 30, 2020	June 30, 2023	Y
CAPITAL PLANNING & INVESTMENT COMMITTEE, CITIZEN AT LARGE	Nathan Finch - form email sent	3 year	Jun 30, 2020	June 30, 2023	Y
CEMETERY COMMISSION	John W Lee - form	3 year	Jun 30, 2020	June 30, 2023	Y
COMMUNITY CABLE ACCESS COMMITTEE	Nick Browse	3 year	Jun 30, 2020	June 30, 2023	Y
COMMUNITY CABLE ACCESS COMMITTEE	Bill Johnson	3 year	Jun 30, 2020	June 30, 2023	N
COMMUNITY PRESERVATION COMMITTEE	John Lee	3 year	Jun 30, 2020	June 30, 2023	Y
COMMUNITY PRESERVATION COMMITTEE	Elizabeth Williams	3 year	Jun 30, 2020	June 30, 2023	Y
CONSERVATION COMMISSION	Janet Waldron	3 year	Jun 30, 2020	June 30, 2023	Y
CONSERVATION COMMISSION	Jim Burns	3 year	Jun 30, 2020	June 30, 2023	Y
CONSERVATION COMMISSION	Mark Shaw	3 year	Jun 30, 2020	June 30, 2023	Y

## Board/Committee Annual Appointments

Board / Committee	Current Member	Term	Current Appointment Expires	New Appointment Through	Yes/No
CONSERVATION COMMISSION, ASSOCIATE	Derek Beard	1 year	Jun 30, 2020	June 30, 2021	N
CONSTABLE	Greg Newman	3 year	Jun 30, 2020	June 30, 2023	Y
COUNCIL ON AGING, ALTERNATE	Connie Larrabee	1 year	Jun 30, 2020	June 30, 2021	Y
COUNCIL ON AGING	Carol Lee Tonge	3 year	Jun 30, 2020	June 30, 2023	N
COUNCIL ON AGING	Carl Sciple	3 year	Jun 30, 2020	June 30, 2023	Y
COUNCIL ON AGING	Bruce R. Dolimount	Term limit			N
ELDERLY & DISABLED TAXATION AID COMMITTEE	Ann Taylor	1 year	Jun 30, 2020	June 30, 2021	
ELDERLY & DISABLED TAXATION AID COMMITTEE	Barbara Kemp	1 year	Jun 30, 2020	June 30, 2021	Y
ELDERLY & DISABLED TAXATION AID COMMITTEE	Marie Sobalvarro	1 year	Jun 30, 2020	June 30, 2021	Y
ELM COMMISSION	Mario Cardenas	2 year	Jun 30, 2020	June 30, 2022	
ELM COMMISSION	Bill Calderwood	2 year	Jun 30, 2020	June 30, 2022	Y
ELM COMMISSION	JC Ferguson	TREE WARDEN	Jun 30, 2020		Y
FOURTH OF JULY COMMITTEE	Christopher Chalifoux	1 year	Jun 30, 2020	June 30, 2021	Y
HARVARD ENERGY ADVISORY COMMITTEE	Brian Smith	1 year	Jun 30, 2020	June 30, 2021	Y
HARVARD ENERGY ADVISORY COMMITTEE	David Fay	1 year	Jun 30, 2020	June 30, 2021	Y
HARVARD ENERGY ADVISORY COMMITTEE	Forrest Hodgkins	1 year	Jun 30, 2020	June 30, 2021	Y
HARVARD ENERGY ADVISORY COMMITTEE	Ellen Sachs Leicher	1 year	Jun 30, 2020	June 30, 2021	Y
HARVARD ENERGY ADVISORY COMMITTEE	Paul A Green	1 year	Jun 30, 2020	June 30, 2021	Y
HARVARD ENERGY ADVISORY COMMITTEE	Peter Kelly-Joseph	1 year	Jun 30, 2020	June 30, 2021	Y
HISTORICAL COMMISSION	Pamela Marston	3 year	Jun 30, 2020	June 30, 2023	Y

## Board/Committee Annual Appointments

Board / Committee	Current Member	Term	Current Appointment Expires	New Appointment Through	Yes/No
HISTORICAL COMMISSION, PL. Bd Rep.	Richard S Cabelus	3 year	Jun 30, 2020	June 30, 2023	Y
PARK & RECREATION COMMISSION	Steven Victorson	3 year	Jun 30, 2020	June 30, 2023	Y
PARK & RECREATION COMMISSION	Michelle Lauria	3 year	Jun 30, 2020	June 30, 2023	Y
PERMANENT BUILDING COMMITTEE	Cindy Russo	3 year	Jun 30, 2020	June 30, 2023	Y
PERMANENT BUILDING COMMITTEE	Steve Moeser	3 year	Jun 30, 2020	June 30, 2023	Y
PERSONNEL BOARD	Victor Normand	3 year	Jun 30, 2020	June 30, 2023	Y
PERSONNEL BOARD, SELECT BD REP.	Stuart Sklar	3 year	Jun 30, 2020	June 30, 2023	
PERSONNEL BOARD, FIN COM REP.	Don Ludwig	3 year	Jun 30, 2020	June 30, 2023	
PERSONNEL BOARD, EMPLOYEE REP.	Liz Allard	1 year	Jun 30, 2020	June 30, 2021	
PLANNING BOARD	Erin McBee	3 year	Jun 30, 2020	June 30, 2023	N
PLANNING BOARD	R. Jarrett Rushmore	3 year	Jun 30, 2020	June 30, 2023	N
SEWER & WATER COMMISSION	Richard Maiore	3 year	Jun 30, 2020	June 30, 2023	Y
ZONING BOARD OF APPEALS	Steve Moeser	3 year	Jun 30, 2020	June 30, 2023	Y
ZONING BOARD OF APPEALS, ALTERNATE	Orville Dodson	1 year	Jun 30, 2020	June 30, 2021	Y
ZONING BOARD OF APPEALS, ALTERNATE	Michael Lawton	1 year	Jun 30, 2020	June 30, 2021	Y

## New Committee/Board members

Committee/Board	Name	Term
Cable Committee	David Henderson	3 year
Council on Aging	Kim Schwarz	3 year
Planning Board	Jane Biering	3 year
Planning Board	Gwendolyn Leonard	3 year
Planning Board	Rebecca Kelley	1 year Associate member

Message Wed, Jun 03, 2020 4:56 PM

From: Liz Allard  
To: Doucet, Julie  
Cc: Erin McBee Justin Brown Christopher Ryan  
Subject: PB Recommendations for Appointment

Hi Julie

The Planning Board voted on Monday evening to recommend to the Select Board the appointment of the individuals listed below.

Justin spoke with each prior to Monday to determine who would be best in the Associate Member role.

It is my understanding Rebecca stated that role would work best for her.

Jane Biering, Member  
Gwendolyn Leonard, Member  
Rebecca Kelley, Associate Member

Thank you

Liz Allard  
Land Use Administrator/  
Conservation Agent  
Town of Harvard  
13 Ayer Road  
Harvard, MA 01451  
978-456-4100 ext. 321

Message Wed, Jun 03, 2020 5:02 PM

From: Liz Allard  
To: Julie Doucet  
Subject: ConCom Appointments

Hi Julie

As we previously discussed Derek Beard in not seeking re-appointment of the Associate Member position on the Conservation Commission.

I spoke with Don Ritchie about having the 3 volunteers come to a meeting to discuss their interest in Conservation.

Since the associate position is a non-voting one Don did not see any urgency in meeting with the volunteers and wanted to wait until we resume in-person meetings.

I fully understand that appointments are at the discretion of the Select Board and that they may want not want to re-appoint any of the current members whose terms are up at the end of the month, but of they as so inclined to do so Don would like to hold off on appointing an associate member.

Thank you

Liz Allard  
Land Use Administrator/  
Conservation Agent  
Town of Harvard  
13 Ayer Road  
Harvard, MA 01451  
978-456-4100 ext. 321



# 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:**

**Applicant Information:**

**Name:** David Henderson

**Address:** 75 East Bare Hill Rd, Harvard, MA 01451

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

**Email Address:** david@dlhenderson.com

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

Harvard Cable Committee

**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

**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)

D.L. Henderson Co Inc President    www.dlhenderson.com

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?** (If YES, please describe the possible conflict) no

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

I have been a sales rep for professional audio and video gear for 40 years and understand the technologies used at the station

I have extensive knowledge of supply channels to purchase gear when need for audio and video.

I have assisted in many audio events in the town for 29 years.

Received by Town of Harvard

Processed by \_\_\_\_\_ on \_\_\_\_\_

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

# TOWN OF HARVARD

## VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:** May 16, 2020

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### **Applicant Information:**

**Name:** Kim Schwarz

**Address:** 48 East Bare Hill Rd. Harvard, MA

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

**Email Address:** kbschwarz@gmail.com

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

Council on Aging

**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:  
Not assigned by the town

**Do you have any time restrictions?** ☒ YES ☐ NO  
Yes but I have a relatively flexible schedule.

**Are you a registered voter?** ☒ YES ☐ NO

**Please list your present occupation and employer** (you may also attach your résumé or CV)  
Retired. Nashoba Regional School District.

**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) My spouse is a vendor of the town, including COA

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

I was a volunteer for Hospice for a number of years.  
I have lived in Harvard for over 30 years.

Received by Town of Harvard

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



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

**Date Submitted:** February 11, 2020      updated 5.11.2020

**Name:** Jane E Biering

**Home Address:** 82 Littleton County Road  
Harvard, MA 01451

**Mailing Address:** 82 Littleton County Road  
Harvard, MA 01451

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

**Email Address:** janebiering@charter.net

**Current Occupation/Employer:** Retired

**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:*

While NOT an official member, I volunteered with the Transfer Station Committee from Dec, 2018, through the launch of the SMART program, and until September, 2019.

**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:**

As you'll have noted from my resume, I retired quite some time ago, when the balancing act of a demanding job and a family had become too much. Now an empty nester, I am able to commit a reasonable amount of time to outside activities such as the Planning Board. Starting in late 2018, I volunteered with the Transfer Station Committee in the run-up to the kick-off of the SMART program, happy to do whatever needed to be done. I very much enjoyed working with Tom Philippou, Libby Levison, Tim Kilhart, and Stu Sklar on that project, and it inspired me to become more involved with Town activities in a way that I haven't in all the time I've lived here.

As to my qualifications and experience that may be applicable specifically to the work of the Planning Board, I will suggest these:

- 1) I've overseen the opening of a number of large distribution facilities and call centers across the US and Canada. This, of course, involved overseeing leases and contracts as well as building out the facilities to fit our needs and installing systems and equipment.
- 2) I've managed groups of associates of up to 3000. In overseeing these departments, I've had to coordinate activities with other departments, often in situations where the groups had conflicting needs. This experience may be relevant to the Planning Board and its need to work with other boards and commissions.



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

- 3) I spent a summer while in business school, working for real estate developer Rouse & Associates in Philadelphia. I was the project manager for the renovation of a 55,000 square foot textile mill into loft condominiums. My initial task was to figure out how to create affordable housing units in the building without relying on government grants. (The answer, by the way, was to create mixed-income units, a relatively novel idea at the time.) I assembled and managed a development team of architectural, general construction, and marketing firms and obtained preliminary commitments for construction and mortgage financing.
- 4) Finally, I've always been interested in real estate development and in the way development decisions can foster (or hamper) a feeling of community and the creation of more livable public spaces.

Thank you for your consideration.

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**Board(s) / Committee(s):** PLANNING BOARD    Transfer Station Committee

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JANE BIERING  
82 LITTLETON COUNTY ROAD  
HARVARD, MA 01451

## **Experience**

Senior executive with background in operations, strategy, process improvement, and systems and operational integration of acquired companies. Extensive experience in fast-paced environments of high-growth, multi-channel, and market-leading companies. Very effective interpersonal skills. Proven results in reducing costs and improving service by building interdepartmental groups of front-line associates and managers to unearth and resolve root causes of problems.

### **STAPLES, INC.**

**FRAMINGHAM, MA**

1990 - 2004

*Held multiple senior-level positions at the office supply retailer during the heyday of its tremendous growth. Staples was a fledgling bricks-and-mortar chain with 50 stores in New England and California when I joined. By the time I retired, it had become a \$14B international business with 1400-store retail division and a delivery division that represented almost 50% of sales. My roles and responsibilities grew with the company and included:*

Senior Vice President, Distribution and Transportation, Contract and Commercial Division

Senior Vice President, Logistics Integration, Contract and Commercial Division

Senior Vice President, Operations, Catalog Division

Vice President, Call Centers

### **BAIN & COMPANY**

**BOSTON, MA**

1986 - 1990

Consultant at international management consulting firm performing strategic analysis and implementation work for Fortune 500 clients.

## **Education**

### **Harvard Graduate School of Business Administration**

Master of Business Administration degree, 1986

### **Yale University**

Bachelor of Arts degree, *magna cum laude*, in Economics and Political Science, 1979



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

**Date Submitted:** May 22, 2020

**Name:** Gwendolyn J Leonard

**Home Address:** 53 Woodchuck Hill Road  
HARVARD, MA 01451

**Mailing Address:** 53 Woodchuck Hill Road  
HARVARD, MA 01451

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

**Email Address:** gjleonard33@icloud.com

**Current Occupation/Employer:** Self-employed: consultant, ballet teacher, art instructor

**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:*

**Narrative:** I am semi-retired and would like to help Harvard with my strategic planning and business planning skills. There is an opportunity for Harvard to leverage its "brand" and grow to a more "profitable" or less tax-burdened town, while making the town more family, elderly and culturally friendly. My background in brand management, business development, and strategic planning is a perfect fit for serving on the Harvard Planning Board.

**Board(s) / Committee(s):** \_\_\_ PLANNING BOARD



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

**Date Submitted:** March 26, 2020

**Name:** Rebecca Kelley

**Home Address:** 232 Ayer Rd  
Harvard, MA 01451

**Mailing Address:** 232 Ayer Rd  
Harvard, MA 01451

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

**Email Address:** RKelley.harvard@gmail.com

**Current Occupation/Employer:** Realtor, Barrett Sotheby's International Realty

**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:*

**Narrative:**

**Board(s) / Committee(s):** ☐ CONSERVATION COMMISSION  
☐ HISTORICAL COMMISSION  
☐ PLANNING BOARD  
☐ ZONING BOARD OF APPEALS

**Select Board Minutes**  
**Tuesday, May 19, 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, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace**

**Town Staff participants:**

**Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro,  
Executive Assistant Julie Doucet**

**Other Participants**

**National Grid Representative Autumn Kubiak & Building Inspector Jeff Hayes**

**National Grid pole petition hearing**

Representative from National Grid Autumn Kubiak explained the new pole is being placed to provide service for a new home on 62 Old Littleton Road. Executive Assistant Julie Doucet shared the request with DPW Director Tim Kilhart who approved of the pole placement. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to approve the pole as presented.

Kara Minar asked Kubiak if she would be able to assist the town in having a dangerous pole removed that is a near the Bromfield School. She offered to inform her supervisor.

**Minutes**

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to approve the minutes of 4/21 & 5/5.

**Introduction of Jeff Hayes to the Building Department**

Jeff Hayes was present to officially meet the Select Board members as he begins his work in the Building Department. Hayes will serve also as the Facilities Manager. He is currently working toward his Massachusetts certification as a Building Commissioner. Hayes grew up in neighboring Bolton and has thirty years of experience in the building trades. The board members happily welcomed Hayes to the position and are looking forward to working with him.

**Transfer Station Committee resignation and appointment**

Von Loesecke reported Libby Levison has decided to resign from this committee as her other commitments are keeping her very busy. Luckily, resident Jane Biering has offered to fill this vacancy and has experience from when she helped early on with the SMART program. Sklar agreed Biering will be a great asset on the committee. The board members noticed Biering also expressed interest in the Planning Board. Executive Assistant Julie Doucet will follow up with her on that. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, to recognize Levison resignation and send letter of thanks. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to appoint Jane Biering to the Transfer station committee.

**Annual Town Meeting (ATM) planning**

Bragan and Sobalvarro have been investigating alternate indoor locations that could hold a larger group for the June 20<sup>th</sup> ATM. They are looking at locations in Devens and the hotel in Boxborough. They will continue their efforts to make the



school gymnasium compliant with Covid-19 regulations. Bragan said the state is allowing meetings to be held in other communities however a virtual option is not permissible.

### **Budget Working Group**

Von Loesecke confirmed the committee members:

SusanMary Reddinger & Sharlene Cronin from the School Committee

Jennifer Finch & Dick Fellows from the Finance Committee

Alice von Loesecke & Rich Maiore from the Select Board

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Superintendent Linda Dwight.

The first meeting began with an overview of the FY20 budget and potential deficits due to the Covid-19 pandemic. Bragan reported revenues through March are positive and expects the state to utilize the rainy day fund for shortfalls in April, May and June.

Bragan explained the subcommittee will focus their efforts on:

- Thoughtful development of the FY21 budget by planning and developing different scenarios/strategies
- Emphasis on areas within the budget where significant adjustments can be made with minimal impact
- Revisit the potential override question; impacts if it passes and impacts if it does not
- Determining the best approaches to addressing potential budget shortfalls
- How best to provide explanation to taxpayers; understating impacts

Wallace and Sklar recommended the committee consider utilizing OPEB (Other Post-Employment Benefits) and/or Stabilization funds to assist the town in navigating through this unprecedented and difficult time.

### **Various Covid 19**

Bragan reported on the process for reimbursements through the CARES Act and FEMA. He explained legislation is being proposed to broaden the use of funding from the CARES Act. He is hopeful to learn more on that soon.

Bragan said the updated Transfer Station rules and regulations have been finalized. He reported residential bulky waste will open this week and he is meeting with the bag distribution company and Irene Congdon from the state. They will determine if bags can be purchased online and if additional locations can be added to our distribution list. This would include Donelans Market in Littleton, Market Basket in Littleton and Roche Brothers in Acton.

Bragan reported playing fields, parks, playgrounds, tennis courts and the overlook on Prospect Hill Road will begin a limited opening on May 25<sup>th</sup>. Guidelines will be posted on the town website with enforcement by the local Board of Health. He indicated playing fields and playgrounds. He is working with the Park & Recreation Commission to finalize details for the town beach.

Bragan will open the Town Hall on a limited basis starting on Tuesday, March 26<sup>th</sup>. Guidelines will also be posted on the town website. He plans to open from 8:30am to 1:30pm and hold a meeting with the staff later in the week to discuss what worked and what did not. Residents will be encourage to only enter Town Hall if necessary trying to conduct most of their business online. All safety precautions required are in place. Based on how the Town Hall opening goes will determine when and how the library and Council on Aging will open. He does expect virtual Zoom meetings to continue through the summer if not into the fall. The board members expressed their appreciation for the staff efforts during this time. Bragan too is pleased with the team we have.

Kara Minar asked when the next meeting will be regarding the Ayer Road reconstruction project. Bragan said the DPW Director Tim Kilhart is ready to move forward however when the pandemic occurred it did slow the process. The board members were in agreement to move the process forward. They discussed how this public meeting and the one on June

9<sup>th</sup> regarding the marijuana may be a learning process depending on how many attend. Both topics are of high interest to residents in town. Maiore does not want meetings with such topics held over the summer months.

The meeting was adjourned at 8:30pm.

Documents referenced:

National Grid pole petition request – dated 4.24.2020

Levison resignation letter – dated 4.24.2020

Biering volunteer form – dated 2.11.2020

***Select Board Minutes***  
***Tuesday, June 2, 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, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace**

**Town Staff participants:**

**Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro,  
Executive Assistant Julie Doucet**

**Additional participants**

**Harvard General Store owner Scott Hayward, School Committee member SusanMary Reddinger, Board of Health members Libby Levison, Tom Philipou, Sharon McCarthy, Moderator Bill Barton, Park & Recreation Chair Bob O'Shea**

**General Store request for outside dining**

Select Board member Rich Maiore spoke about helping local businesses during the Covid-19 pandemic. One business he did reach out to was the General Store about their plans for outdoor dining. He also mentioned Siam Pepper noting Sorrento's Pizzeria already has an outdoor seating area. Store owner Scott Hayward offered details about his ideas for the area next to the store and the parking lot. Town Administrator Tim Bragan confirmed the current on-premise liquor license does include 2,500 sq. ft. in the greenspace between the store and church. Bragan said the license conditions require an agreement with the town for outdoor dining. Hayward will submit a plan to the town for consideration at the next meeting.

**Special meeting on June 9<sup>th</sup> with Apple Guy Flowers LLC, an adult use marijuana cultivation establishment**

Town Administration had reached out to finalize details for the meeting with Apple Guy Flowers but had not heard back and due to the meeting date quickly approaching they decided to suggest a date later in June either the 23<sup>rd</sup> or 30<sup>th</sup>. This will sufficient time to notify the public at least two weeks prior. They decided holding this meeting by the end of this month is a must or it will have to wait until September.

**Public communication**

Bob O'Shea, Harbormaster & Park & Rec Chair, spoke about the citizens petition he submitted for the Annual Town Meeting (ATM) requesting parcels of land be placed under the authority and jurisdiction of the Park & Recreation Commission (ownership remaining with the citizens) related to the following properties:

Pond Road Walking Path – 0.9 acres along Pond Rd.  
Bare Hill Pond Beach – 8.27 acres on the end of Pond Rd.  
Bare Hill Pond Woods – 9.17 acres on Pond and Whitman Rd.  
Charlie Waite Fields – 5.05 acres on Lancaster County Rd  
Harvard Park/McCurdy track – 13.93 acres on Lancaster County Rd.  
Ryan Land & Depot Rd. Fields – 30.33 acres on Depot Rd.

He is hopeful the town will support this request granting the Park & Recreation Commission the necessary authority to make independent decisions to continue positive progress on fields and programs. In addition, this will alleviate these responsibilities from the Select Board.

### **Update from the Budget Working Group**

Assistant Town Administrator/HR Director Marie Sobalvarro reviewed unemployment cost increases explaining these figures are likely to go up due to uncertainties about the return to school in the fall and with recent school department layoffs. Sobalvarro explained the complexity with the numbers considering the many factors involved.

Sklar asked for an explanation about the school bus company contract. School Committee member Susan Mary Reddinger was able to explain the renegotiation was for 45% of the original contract amount for the final three months. They anticipate bus usage will be necessary in some fashion this fall.

Von Loesecke began a larger discussion with respect to health insurance. She explained as the committee works to find ways to reduce costs/balance budgets health insurance is an area that must be considered. This would include adjustments to the premium share for active employees, union members and retirees. She explained Harvard has been quite generous with their premium share of 20 or 25% paid by employees or retirees. She asked board members for their input. Sobalvarro shared the current health insurance enrollment picture and estimates for increases in this percentage. The board members were in agreement all union members, other active employees and retirees should share in the same cost increases. They realize this will require the School Committee to reopen the teachers' contract which was just settled. They decided an increase to 30% or 35% for active employees was within their comfort zone with the understanding if the teachers' contract is not reopened the school department will need to find other way to realize those savings.

### **Various Covid-19 updates**

Bragan reported signage will be installed at the beach by the DPW tomorrow. He thanked Park & Rec Chair Bob O'Shea for his assistance. All employees will keep a log of anyone who comes in with contact information in the event someone were to contract Covid-19. Guidelines for the beach have been posted on the town website.

Bragan reported operations at the Town Hall are working well with appointments only for members of the public. Residents are able to purchase Transfer Station stickers through the town website. The Town Clerks is continuing to encourage mail in voting. A form is being included in the Annual Town Meeting Finance Committee booklet being mailed to residents.

### **Annual Town Meeting (ATM) planning**

Moderator Bill Barton along with Board of Health members Tom Phillipou, Libby Levison and Sharon McCarthy joined the Select Board to discuss details for the ATM. Bragan reviewed a summary of possible indoor and outdoor locations. Philipou said the Harvard Press did an informal survey which indicated many residents would prefer an outdoor location. McCarthy explained there is research published that viral load (measure of virus particles) is higher with indoor exposure and can make those infected much sicker because ventilation systems cause a more concentrated strain. Everyone agreed delaying the ATM further is not an option therefore the field in front of Library and Bromfield School was chosen as the outdoor location.

Preparations/details discussed:

- Masks will be required.
- If weather is an issue the meeting will be continued or moved to the following day (Sunday, June 21)
- A large tent, chairs and sound system will be ordered.
- Two smaller tents will be donated by the Lions Club for those who cannot wear a mask due to a medical condition, senior's citizens and disabled residents.
- The Council on Aging van can be available to transport senior citizens from the Hildreth House to the field.
- The meeting will begin at 10am; residents will be encouraged to arrive at least a half hour early to expedite the check in process and bring a 3x5 card with their name on it.

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to require masks to enter the ATM area.

Moderator Bill Barton officially decided to hold the ATM on Saturday, June 20th at 10:00 am on the field hockey field.

Lucy Wallace took a moment to acknowledge a letter received from resident Debbie Garfield praising the Council on Aging staff and their many programs.

The meeting was adjourned at 9:05pm.

Documents referenced:

General Store request for outside dining – email dated 5.26.2020

Update from Budget Working Group – insurance shift dated 5.26.2020

BoH letter to Select Board – dated 5.26.2020

# Harvard General Store

## Patio Dining Operational Narrative

The patio area at the Harvard General Store allows for a number of suitable configurations for successful socially distanced dining as well as accommodating enough patrons to support a successful restaurant operation. The two plans attached both achieve the desired configuration and maintain the flexibility to accommodate more or less diners and two different grill kitchen locations. Developing a menu that is based on grilling within the patio space itself is not only entertaining for diners but allows for an easy contactless service. Two grill chefs would be required to accommodate the expected diners. Diners would wait on themselves; picking up their plated dinners on call from the chefs at service tables while those same chefs will be able to back off and maintain a 6' distance from the customer. Drink and Dessert orders would be handled the same way, by phone and dropped off at a service table by a runner coming from inside the Store. Sanitizing would follow the regulations of the Commonwealth's Phase 2 Reopening Plan.

## The Dining Experience

Reservation requests would be made on the website. Staff will confirm times for arrival and assigned tables. Basic health and safety information will be posted on the website. Upon arrival patrons will be required to be masked and they can proceed directly to their table. **No shirt, no shoes, no masks, no service.** Additional masks will be available for forgetful patrons at a price. Masks can be removed once the patrons are seated.

The Menu shall be on the website and patrons can order ahead or order at their table from their phones. Patrons will be notified by the cooks when their dinners are ready for pick-up from the serving tables. Patrons will pay by phone as well. Only credit or debit cards will be accepted. Individual table bussing will be by the Store staff.

**Rest Rooms are located in the Store. Clear paths? Masks. Sanitizing?**

## Design Issues:

- Lighting will consist of string lights or candles on the tables with high enough footcandles for patron safety, but low enough not to disturb residents around the common. Suspended twinkle lights will provide low level, general lighting;
- A rope barrier will be constructed between planters to cordon off the area as required by the ABCC and to separate the dining patrons from parked cars;
- Provisions will need to be made for sun shade and rain protection as retiring to the interior is not an option;

- No amplified music will be allowed;
- HGS will advise patrons to carpool and arrange for a designated driver;
- The Parking lot will be utilized either for overflow seating to maintain social distancing, carhop service or to facilitate socially distant community activities;
- No alcoholic beverages will be allowed to be drunk in parked cars as per the ABCC and;
- Store staff will maintain order and decorum.

# HARVARD GENERAL STORE

## **Restaurant and Patio Dining Safety Standards:**

In anticipation of the commencement of Phase 2 of the Commonwealth's Workplace Reopening Plan, the Harvard General Store (HGS) shall comply with the State's mandatory safety standards and recommended best practices as noted below. HGS shall not provide any service beyond carry-out or delivery until specifically authorized to do so. In addition, HGS understands it may provide outdoor table service at the commencement of Phase 2 of the Commonwealth's Reopening Plan, but will be authorized at a later date and by a subsequent Phase 2 Order to commence indoor table service if the public health data reflects continued positive progression. These safety standards apply to outdoor dining only.

## **Social Distancing**

HGS shall comply with the following social distancing rules, according to Phase 2 of the Commonwealth Reopening Plan, for providing dining services in all outdoor seating areas:

- Patio tables shall be positioned to maintain at least a 6 foot distance from all other tables and any high foot traffic areas. See Patio Layout plan, attached.
- The size of a party seated at a table shall not exceed 6 people.
- No customers shall be seated at a bar.
- All customers shall be seated.
- All safety standards for table separation, size of party, and hygiene shall be maintained for any outdoor table seating that is available to carry-out patrons.
- The Patio Dining Area shall be bordered by a roped barrier to separate it from all other activities in the park and the town center; see attached Patio Layout Plan.
- HGS shall utilize technology to develop a contactless wait service to facilitate the separation of 6 feet or more between all individuals (workers, vendors, and customers) unless this creates a safety hazard due to the nature of the work or the configuration of the workspace.
- HGS shall configure worker common spaces and high density areas where workers are likely to congregate to allow 6 feet of physical distancing.
- HGS shall configure workstations to ensure physical distancing and establish directional pathways for foot traffic, if possible, to minimize contact and post clearly visible signage regarding these policies.
- HGS shall prohibit lingering in common areas (e.g., waiting areas, bathrooms) and ensure social distancing in common areas by marking 6 feet spacing with tape or paint on the floor and signage.



- All customer-facing workers (e.g., servers, bus staff) shall minimize time spent within 6 feet of customers.
- HGS shall designate assigned working areas to workers where possible to limit movement throughout the restaurant and limit contact between workers (e.g., assigning zones to servers).
- HGS shall stagger work schedules and staff meal and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing.
- HGS shall require face coverings for all customers and workers at all times, except where an individual is unable to wear a face covering due to medical condition or disability. Customers may remove their masks after they sit down.

## **Hygiene Protocols**

HGS shall comply with the following Hygiene Protocols, according to Phase 2 of the Commonwealth Reopening Plan, for providing dining services in all outdoor customer seating areas:

- All workers shall wash their hands frequently, and table servers and bussers shall wash their hands or apply hand sanitizer between each table interaction.
- HGS shall provide access to handwashing facilities on the patio, including alcohol-based hand sanitizer with at least 60% alcohol, and allow sufficient break time for workers to wash hands frequently.
- HGS shall provide alcohol-based hand sanitizers with at least 60% alcohol at entrance/exit, and in the dining area.
- HGS shall supply workers with adequate cleaning products (e.g., sanitizer, disinfecting wipes).
- HGS shall post visible signage throughout the site to remind workers and customers of hygiene and safety protocols.
- There shall be no communal serving areas.
- Condiments and similar products (e.g., salt, pepper, and salad dressing) shall be provided on request either in single-serving portions or in serving containers that are sanitized between each use.
- HGS shall utilize electronic menus viewed on customers' phones or mobile devices.

- Utensils and place settings shall be either single-use or sanitized after each use; utensils shall be rolled or packaged. Tables shall not be pre-set to reduce opportunity for exposure.
- Tables and chairs shall be sanitized between each seating. Commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) shall be cleaned frequently and in accordance with CDC guidelines.
- HGS shall implement procedures to increase cleaning/disinfecting in the back-of-house, avoiding all food contact surfaces when using disinfectants. Food contact surfaces must be cleaned and sanitized before use with a sanitizer approved for food contact surfaces. Non-food contact surfaces must be frequently cleaned.
- In the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the restaurant must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening

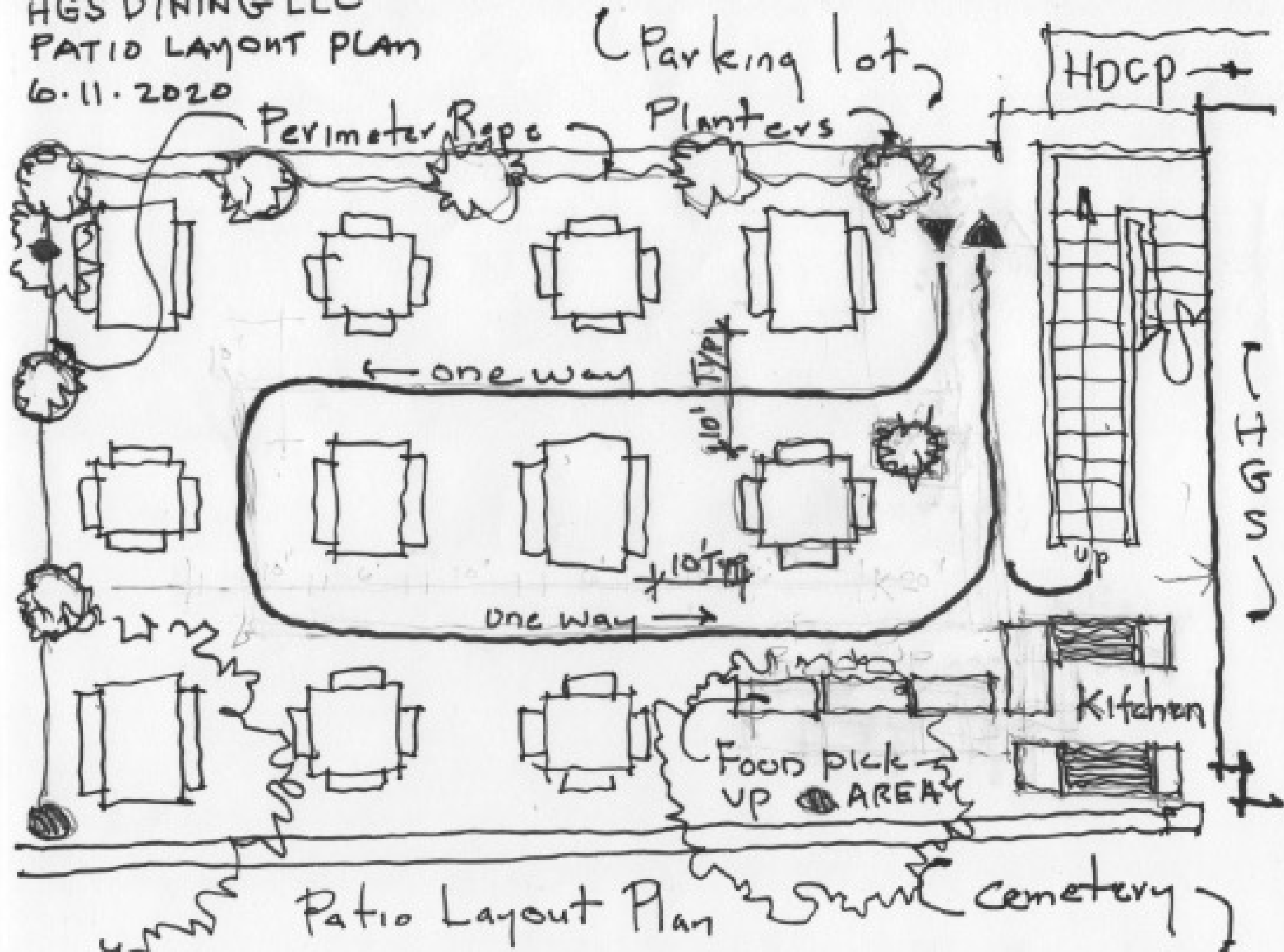
## **Staffing and Operations**

HGS shall comply with the following Staffing and Operations' Protocols, according to Phase 2 of the Commonwealth Reopening Plan, for providing dining services in all outdoor customer seating areas.

- When possible, reservations or call ahead seating shall be encouraged; staff shall ensure that diners waiting for tables do not congregate in common areas or form lines.
- HGS shall use a no-touch method to communicate with customers.
- HGS shall provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including: social distancing, hand-washing, and proper use of face coverings.
- HGS shall devise a no-contact method for serving in order to minimize time spent within 6 feet of customers.

- HGS shall promote self-screening at home, including temperature or symptom checks for employees and reinforcing that staff may not come to work if sick.
- HGS will counsel staff to seek medical attention if symptoms become severe, which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus, and that workers should not appear for work if feeling ill.
- HGS shall establish adjusted workplace hours and shifts for workers to minimize contact across workers and reduce congestion at entry points.
- HGS shall limit vendors on site and designate shipping and delivery areas.
- HGS shall screen workers at each shift by ensuring the following:
  - Worker is not experiencing any symptoms such as fever (100.3 and above), cough, shortness of breath, or sore throat.
  - Worker has not had 'close contact' with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
  - Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official.
  - Worker who is sick or feeling ill must be sent home or denied entry.
  - If HGS becomes aware of a positive case at the workplace, HGS shall notify the Nashoba Associated Boards of Health (NABOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine.
  - Notify workers that they may not work if they test positive for COVID-19 (they should be isolated at home) or are found to be a close contact of someone with COVID-19 (they should be quarantined at home).
  - Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's **Mandatory Safety Standards for Workplace**.
  - Designate the Person in Charge (105 CMR 590) for each shift to oversee implementation of the guidelines in this document.
  - Follow the recommended Best Practices as outlined by the Phase 2 of the Commonwealth reopening plan.

HGS DINING LLC  
PATIO LAYOUT PLAN  
6.11.2020



HGS DINING LLC  
Patio/Parking on-site ABLL  
Lic # 04123-RS-0500  
6.3.2020

